



Job Title: High School Educational Advisor, Part-time

Program: San Francisco College Access Center, a Cal-SOAP program

Salary: \$18.00/hr

Tentative Start Date: ASAP

PROGRAM DESCRIPTION

The San Francisco College Access Center's (SFCAC) mission is to provide culturally relevant, comprehensive college preparation information and assistance. Although open to the community, SFCAC targets students who are low income and/or first of their family to attend postsecondary education programs. SFCAC is a Cal-SOAP project funded by the California Student Aid Commission (CSAC), and administered by the Japanese Community Youth Council (JCYC), a non-profit youth organization. For more information, please visit www.jcyccollegeaccess.org or www.jcyc.org.

POSITION DESCRIPTION

The High School Educational Advisor will be responsible for the recruitment, identification, selection and advising of participants at one of SFCAC's seven target high schools located in Daly City or San Francisco. SFCAC is one of six college access programs housed within the JCYC College Access Department.

JOB RESPONSIBILITIES:

Direct Service/Outreach:

1. To identify, recruit & select eligible participants who are: 1) low-income as defined by Cal-Grant income levels; and/or 2) who have the potential to be first in their family to attend college;
2. Assess and determine participants' educational needs and academic potential;
3. Conduct college (e.g. College 101) and financial aid presentations (e.g. FAFSA, Cal-Grants);
4. Provide college and financial aid advising to encourage participants to complete high school, and enroll in post-secondary colleges;
5. Assist participants to complete college and financial aid applications;
6. Plan and conduct local/long-distance college campus field trips;
7. Provide SAT/ACT test prep workshops in coordination with consultants;
8. Assist participants in applying for re-admission to secondary schools, when applicable
9. Advocate for admission to post-secondary schools; and
10. Refer participants to appropriate social service and government agencies.

Administrative:

1. Manage a caseload of 75 - 100 SFCAC participants;
2. Collect required program documents (e.g. intake, sign-in sheets) and/or school forms to organize complete individual participant files;
3. Compile student demographic and related data to track completion of program activities to ensure that SFCAC annual grant objectives will be met for each program year;
4. Assist with implementation and evaluation of project activities;

5. Provide support to target high school counseling staff and/or assist with events that complement SFCAC program timeline. Staff participation in target school activities is subject to approval by Associate Director to minimize interference with SFCAC job responsibilities.

Other Program Participation:

1. Assist and support other JCYC College Access Programs' (e.g. TRIO) staff at shared target high schools;
2. Participate in JCYC College Access Programs' school wide events (e.g. Cash for College, Middle School Career Days, Summer Programs) to promote intra-collaboration and teamwork;
3. Participate in agency and department meetings, activities, committees, events, etc., as appropriate;
4. Perform related duties as needed.

Job Qualifications

- Enrolled in college, AND a current recipient of financial aid (i.e., Pell Grant, Cal Grant, or Loans).
- Minimum 1 year experience working with youth.
- Effective communication (verbal & written) and strong organizational skills; Detail-oriented.
- Experience with conducting presentations and event planning.
- Computer Literate; Working proficiency of MS Word, Excel, and other presentation tools.

Desired Qualifications

- Experience with diverse student populations.
- Individuals with similar background to target population, low-income and first in their families to attend college.
- Bilingual preferred (Cantonese, Spanish, Vietnamese, Tagalog).
- Ability to work cooperatively with secondary school faculty and community agency personnel.
- Knowledge of community resources and programs for youth in San Francisco and/or Daly City.

HOW TO APPLY:

Applicants MUST submit ALL of the following: 1) Cover Letter and 2) Resume to **applycollegeaccess@jcy.org**
Attn: SFCAC HS Educational Advisor Position (PTE). Please no phone calls.

PLEASE NOTE: San Francisco College Access Center, a college access program of JCYC, actively seek to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job related conditions or disabilities. All employees of the JCYC participate in a criminal background investigation. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records