



Title: High School Educational Advisor, San Francisco College Access Center

Supervisors: Tyla Brown, Associate Director and Emalyn Lopus, Director of College Access Programs

Position: Part Time 20-25/ week; Non-Exempt position; some evenings & weekends

Funding Source: California Student Aid Commission; Continuation of position based on renewal of annual funding

PROGRAM: 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 collaborative program focusing on service coordination, enhancement, and expansion.

DESCRIPTION: The High School Educational Advisor will be responsible for identification, selection and counseling of participants in the San Francisco Unified School District. These participants will fulfill the eligibility criteria as set by the California Student Aid Commission. SFCAC is a Cal-SOAP project administered by the California Student Aid Commission (CSAC). SFCAC is a college access program of JCYC. JCYC cultivates and enriches the lives of children and youth from diverse, multicultural communities throughout San Francisco and beyond. For more details about SFCAC, visit: www.jcyccollegeaccess.org or www.jcyc.org.

JOB RESPONSIBILITIES:

Direct Service/Outreach

1. Recruit, identify and select participants according to the following eligibility guidelines:
 - a. Low-income according to the Cal-Grant income levels;
 - b. Have the potential to be first in their family to attend college;
 - c. Interested in pursuing programs of post-secondary education.
2. Assess and determine participants' educational needs and academic potential;
3. Conduct small/large group presentations and/or events about college, financial aid and career awareness; Organize and implement educational/financial aid events such as Cash for College, etc.;
4. Provide college and financial aid advising to individuals and groups to encourage participants to complete secondary school and enroll in post-secondary schools;
5. Coordinate and chaperone local/long-distance field trips (i.e. college campus, cultural events);
6. Provide support to target SFUSD high school counseling staff to collaborate school and community events.
7. Assist participants in applying for admission or re-enrollment to secondary schools and/or post-secondary schools;
8. Refer participants to appropriate social service and government agencies;
9. Advocate and assist participants with college admissions, financial aid and other community resources.

Administrative

1. Maintain and complete participants' files with all required documents;
2. Manage a caseload of up to 150 high school students as defined by program guidelines;

Other Program Participation

1. Participate in community outreach events, college fairs, conferences, and trainings;
2. Participate in JCYC College Access program meetings, activities, committees and conferences are required;
3. Participate in advocacy initiatives prioritized by JCYC;
4. Support program specific civic engagement activities to ensure participants understand the importance of participating in the democratic process.

JOB QUALIFICATIONS:

- Enrolled in college, and recipient of financial aid (i.e., Pell Grant, Cal Grant, or loans)
- Strong organizational and follow-through skills. Attention to detail
- Experience with conducting presentations and activity planning, preferably working with youth for at least one year
- Effective verbal and written communication skills
- Computer Literate; Working proficiency of MS Word, Excel, Power Point and other presentation tools

DESIRED QUALIFICATIONS:

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

HOW TO APPLY: Applicants MUST submit ALL of the following: 1) cover letter and 2) resume to collegeaccess@jcy.org. No phone calls please.

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.*