EMPLOYMENT OPPORTUNITY

TITLE: ACADEMIC ADVISOR
DEPARTMENT: UPWARD BOUND (STUDENT AFFAIRS)
REPORTS TO: PROJECT DIRECTOR
HOURS: PART-TIME
UP TO 25 HOURS, MON-FRI, SOME EVENING AND WEEKENDS
SALARY RANGE: $15.00 - $17.00 PER HOUR
FLSA STATUS: NON-EXEMPT

*Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond the current Grant/Contract funding is contingent upon continued funding.

POSITION SUMMARY:
Under the supervision of the Project Director, the Academic Advisor will identify eligible participants, provide academic advising, assist in the development of comprehensive services that motivate participants to develop the necessary skills to complete secondary education and enroll in a postsecondary institution; and other services as outlined in the Upward Bound proposal.

ESSENTIAL FUNCTIONS:
• Meets weekly with participants at target schools and provides academic and career advising.
• Designs, monitors and updates participant individual educational plans.
• Identifies and develops strategies and activities for improving participants’ academic development, achievement and interest in postsecondary education.
• Facilitates student workshops on a variety of college access topics such as: the college application process, financial aid, major/career exploration and program recruitment presentations.
• Develops and maintains professional relationships with the target schools’ personnel and on-campus resources to encourage joint planning with the project.
• Prepares weekly student contact records and record attendance of program activities.
• Assists Project Director in research and preparation of project reports to the US Department of Education and CSU Fullerton.
• Supervises, trains and monitors pre-college advisors/tutors.
• Assists in the tracking of program alumni and alumnae.
• Must travel to target school and off-campus sites on an as-needed basis.
• Performs other duties as assigned by Project Director.

QUALIFICATIONS:
• Experience advising students with issues faced by disadvantaged youth.
• Excellent written and oral communication skills.
• Knowledge of the various segments of postsecondary institutions and opportunities for low-income and underrepresented students.
• A minimum of two years’ experience working in TRIO or a similar program focused on retention and academic performance.
• Must be able to work independently and take initiative.
• Maintain valid California Driver’s License and proof of current automobile insurance coverage.
• Two to five years’ experience in student support programs.
• Bilingual Spanish speaking (ability to speak, write and read Spanish)
• A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.

EDUCATION:
Bachelor's degree in Human Services, Education, Social Sciences, Social Work or related field.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

APPLICATION PROCEDURE: To be considered an applicant; you must apply through our online applicant portal found on the following site:
http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.