



POSITION: College Success Advisor (Student position)

POSITION SUMMARY

The **College Success Advisor (CSA)** will assist with implementation and evaluation of a college access program for Inland Empire students. The CSA will provide college and career planning support to students and parents at local schools, colleges and community organizations as part of a regional College Success Initiative through BLU Education Foundation's College Exodus Project.

The mission of the **COLLEGE EXODUS PROJECT (CEP)** is to assist students in obtaining undergraduate or graduate degrees from accredited colleges and universities, with the intent that they contribute to the Inland Empire economy through entrepreneurship, employment, and/or volunteer service. We accomplish our mission by providing comprehensive college information, assistance and support to help students with admissions, financial aid, retention and graduation from public and private institutions throughout the country.

In addition, the CSA will support BLU's communications & marketing team with social media/graphic design tasks and the Operations specialist with various office management tasks

RESPONSIBILITIES

Case Management, Individual Scholar Coaching, and Support

- Provide individual and small group advising to students
- Manage/maintain accurate records; monitor/track student progress on a weekly basis
- Assist with completion and follow-up of college, financial aid and scholarship applications
- Assist with colleges search activities and scholarships
- Assist with completion and follow-up of college, financial aid and scholarship applications
- Serve as a Mentor/Role Model for students to pursue post-secondary education

Communications & Operations Support

- Assist with graphic design for social media & marketing materials
- Assist with videography & photography
- Assist with community outreach via social media & email
- Support social media updates, newsletters, or communication about BLU's programs
- Assist with general office management tasks e.g. inventory, errands, and paperwork
- Assist with and participate in special events/projects as needed

QUALIFICATIONS

- MUST enjoy and be effective with African American and Latino male students
- Effective verbal and written communication skills
- Ability to serve a diverse student, staff and parent clientele
- Proficient in MS Word, Excel and Internet resources
- Must carry self in a professional and ethical manner
- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Must be energetic, self-starter, and be able to work independently in an effective manner
- Be willing to travel to various K-12 school and community sites

Preferred Fields of Study (not required):

Marketing, Communications, Public Relations, Business or related disciplines

REQUIREMENTS

- Proof of current enrollment at an accredited college or university is required.
- Must have reliable transportation available, CA Driver's License and auto insurance
- Must pass TB test and Live Scan fingerprinting

SALARY

Varied: Staff \$19/hr, Work-Study \$19/hr, Intern Stipends \$500-\$1000 month, Volunteer or stipend fulfilled according to partnering program agreement (college corps) and (UCR School of Education) etc.

WORK SCHEDULE

- 15-20 hours per week (some evenings and weekends required) during peak periods.
- 10-15 hours per week during slower periods.
- Work shifts will be in 3 to 8 hour increments between 8am-5pm, Monday-Thursday
- Monday team meetings/Friday work trainings
- Third Saturday of every month 8am-1pm for College Exodus Project programming

HOW TO APPLY:

Interested and QUALIFIED candidates should email the following:

1. Cover Letter - please include:
2. Resume

Send resume and cover letter to: meme@bluedfoundation.org

For information, please visit www.BLUedfoundation.org