POSITION: College Success Advisor-Virtual (Student position)

POSITION SUMMARY The College Success Advisor (CSA) will assist with implementation and case management of a college access program for Inland Empire students. The CSA will provide college and career planning support to students and parents virtually (via phone, email, text and online) as part of a regional College Success Initiative.

RESPONSIBILITIES
• Provide individual and small group advising to students
• Assist with colleges search activities and scholarships
• Assist with completion and follow-up of college, financial aid and scholarship applications
• Manage/maintain accurate records; monitor/track student progress on a weekly basis
• Conduct workshops and presentations for students, parents and community members
• Assist with and participate in special events/projects as needed
• Serve as a Mentor/Role Model for students to pursue post-secondary education

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
• Must be well groomed, inclusive of attire and personal hygiene
• Dependability and punctuality a must!

REQUIREMENTS
• Proof of current enrollment at an accredited college or university, is required.
• Must have access to a computer, internet access, and cell phone
• Must have reliable transportation available, CA Driver’s License and auto insurance
• Must pass TB test and Live Scan fingerprinting

SALARY: Staff $13/hr, Work-Study $13/hr

WORK SCHEDULE
• 15-20 hours per week (evenings and some weekends required)
• Work shifts will be in 3 to 8-hour increments between 9am-8pm, Monday-Friday
• Staff meetings & trainings required

HOW TO APPLY: Interested and QUALIFIED candidates should email the following:
1. Cover Letter – Include summary of experience in College Advising, youth development or mentoring, availability of work hours Monday – Friday
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Send resume and cover letter to: info@bluedfoundation.org
For information, please visit www.BLUedfoundation.org

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