

**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.

**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

## **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: [mprince@bluedfoundation.org](mailto:mprince@bluedfoundation.org)

For information, please visit [www.BLUedfoundation.org](http://www.BLUedfoundation.org)