Academic Advisor
Neighborhood Partnership Program

Summary of Duties, Responsibilities and Goals

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) 4 LA is a dynamic federally funded program in the Los Angeles Unified School District (LAUSD) tasked with providing college access services to students beginning in sixth and seventh grades and following them through their first year of college. We are hiring one Academic Advisor who will be based at West Adams Preparatory High School currently working with students in grades 10 and 11.

The program’s core focus is to increase the number of low-income, first-generation students who are prepared to enter and succeed in postsecondary education, to build persistence in college, and to prepare them for life-long learning. Components of the program include a strong college academic and financial counseling program for students and parents, intensive extended learning programs, professional development for teachers, early college readiness tests, concurrent enrollment opportunities, college visits, financial aid, college applications, and college and peer mentoring activities for students and parents. To learn more about GEAR UP 4 LA, visit our website at www.gearup4la.net

Position Classification: Full time regular employee
Salary: $20/hour
Start date: Immediately upon hire

Essential Functions

Under the supervision of the LAUSD Site Coordinator, the Academic Advisor:

1. Develops positive relationships with GEAR UP students and families and provides individual support to students to ensure access to college and career information and planning tools.
2. Coordinates case management to help ensure retention and grade promotion.
3. Compiles, analyzes, and utilizes data to support target-specific services to individual students.
4. Collaborates with all stakeholders across school site teams and school site personnel to develop an annual work plan that supports GEAR UP students in meeting college and career-ready benchmarks.
5. Works collaboratively with other GEAR UP staff, school personnel, families and local community to advocate for the benefits of postsecondary education and the GEAR UP program.
6. Networks and develops partnerships with postsecondary institutions and support programs to provide students with post-secondary exposure and experiences to help ease the transition from high school to college and to build sustainability.
7. Works with the Site Coordinator and GEAR UP team to provide comprehensive college access and success services and programs for middle and high school students, including academic planning and preparation, career exploration, tutoring, mentoring, college visits, financial
planning, summer enrichment activities, annual orientation events, and college application completion.

8. Maintains accurate, ongoing data collection and documentation for GEAR UP student, family, and teacher service participation using an online database, as required by federal program requirements.

9. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhausted list of all responsibilities, duties and skills required of personnel so classified.

**Qualifications**

The ideal candidate for this position must have a Bachelor’s Degree and experience working with low income, first generation students from diverse backgrounds. Candidates should be student-oriented, adhere to the whole-child philosophy, and believe that all students can learn and succeed in college. Candidates must be willing to learn about secondary and post-secondary education requirements and options as well as financial aid and scholarship opportunities and application processes. Candidate must be able to communicate well with students, parents and school site staff. Excellent time-management skills and flexibility to handle problems as they arise are necessary. Excellent public speaking and group facilitation skills are required. Bilingual in Spanish is a plus. Candidate must have a driver’s license and a car.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.