



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 Academic Advisors who will be based at the following schools:

**South Gate High School Edward Roybal Learning Center & Belmont High School
John C Fremont High School Santee Education Complex
James Monroe High School/Valor Academy High School**

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
Start date: September 26, 2022
Hourly rate: \$20 per hour

Essential Functions

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

Central to this role is supporting student outcomes by developing plans to ensure that each student meets college and career-ready benchmarks. The Academic Advisor has to work with the rest of their team and use all available resources to meet grant goals and each student's academic and longitudinal objectives.

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.

Minimum Qualifications:

1. Bachelor's Degree and experience working with low income, first generation students from diverse backgrounds.
2. 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.
3. Candidate must be able to communicate well with students, parents and school site staff.
4. Candidate must have a driver's license and a car.
5. Excellent time-management skills and flexibility to handle problems as they arise are necessary.
6. Excellent public speaking and group facilitation skills are required.

Preferred Qualifications:

1. Bilingual in Spanish is a plus.
2. Candidates should be student-oriented, adhere to the whole-child philosophy, and believe that all students can learn and succeed in college.

APPLICATION INSTRUCTIONS

Please submit a **resume** and **cover letter** explaining how your qualifications meet the requirements of the position to the hiring manager at ruizw@oxy.edu as well as resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@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.