

OXY
Occidental
College
College Advisor
Upward Bound

Fall 2019

Position Summary:

The College Office Aid will be a part of a dynamic team of professionals in the Upward Bound Office, devoted to helping student realize their college goals.

Qualifications/Preferences:

- Provide administrative support to Upward Bound staff (making copies/constructing and organizing documents and files/helping with supplies and ordering, etc.)
- Staff the Office during the work week day
- Lead Workshops during Saturday Sessions
- Provide logistical support for events
- Help supervise and monitor student behavior during events and trips
- Help mentor students
- Other duties as assigned

Education, Knowledge & Skill Requirements:

- College student with at least two years of experience within a college preparation program and graduate of the Occidental College Upward Bound Program.
- Must have experience facilitating group activities and workshops.
- Strong interpersonal and time management skills.
- Ability to work with a culturally diverse population.
- Proficient in Microsoft applications including Word, Excel & PowerPoint.
- Demonstrated initiative, teamwork, creativity, flexibility and follow-through with strong organizational skills.
- Bilingual in Spanish a plus.

Start Date: 9/3/2019

End Date: 5/15/2020

Work Schedule: 10 hrs/week, including Saturdays

Starting Pay Rate: \$14.25/Hour

Apply directly to Jesus Maldonado through the following link:

<https://www.oxy.edu/about-oxy/community-engagement/upward-bound/employment-opportunities>