DUTIES/RESPONSIBILITIES:

- College Coaches must be available select weekday afternoons/evenings.
- College Coaches will be working with Los Angeles Unified School District’s (LAUSD) GEAR UP 4 LA program in partnership with NPP and will be placed at one of the following school sites in LAUSD:
  - West Adams Preparatory High School
  - Robert F. Kennedy Community Schools
  - Bernstein High School
- College Coaches will be assisting in classrooms working on one of the following with LAUSD Juniors and Seniors (training will be provided):
  - The Common App
  - Community College Applications
  - Personal Statements/College Essays
  - FAFSA Application
  - SAT & ACT registration

QUALIFICATIONS/PREFERENCES:

- Seeking passionate Oxy students with desire to help underrepresented youth successfully gain higher educational opportunities
- Experience working with high school aged youth
- Take initiative and spark conversations with students
- Spanish skills preferred, but not required
- Transportation to school sites may be provided by NPP
- Valid Driver’s License and Oxy Authorized Driver Status is preferred, but not required

New hires must complete required HR paperwork, Mandated Reporter Training, and TB testing. Hired applicants will be required to attend mandatory training sessions on **Tuesday, February 4th** and **Thursday, February 6th from 11:30 AM – 1 PM** on campus followed by a specific College
Coach training on **Saturday February 8\textsuperscript{th} from 9 AM – 1 PM**. College Coaches will be evaluated on a regular basis by NPP staff.

**Employment period:** February 2020 – April 28\textsuperscript{th}, 2020

**Work Schedule:** See application below

**Starting Pay Rate:** $14.25 per hour

To apply, please **FILL out the NPP application at the following link:**

https://forms.gle/4fjTBFU9Kmw9wXXM8