The Neighborhood Partnership Program (NPP) is looking for a highly motivated person to serve as Senior Academic Advisor for our partnership with the GEAR UP 4 LA program.

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), which provides college access services to students beginning in sixth and seventh grades and following them through their first year of college.

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, 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.

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

- Collaborates with the GEAR UP team to develop and update a comprehensive, yearly advising plan for their site.
- Develops positive relationships with GEAR UP students and families. Provides individual support to students to ensure access to college and career information and planning tools.
- Coordinates case management to help ensure student retention and grade promotion.
- Compiles, analyzes, and utilizes academic data to support target-specific services to individual students, parents, and staff.
- 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.
- Networks and develops partnerships with postsecondary institutions and support programs to provide students with postsecondary exposure and experiences to help ease the transition from high school to college and to build sustainability.
- Works with the Site Coordinator and GEAR UP team to support 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.
- Other duties as assigned.

QUALIFICATIONS
The ideal candidate for this position must have a Bachelor’s Degree and over 5 years of 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 have expert knowledge of both secondary and post-secondary education requirements and options as well as have knowledge of 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. Senior Academic Advisor must have knowledge and understanding of MiSiS and be able to use data to inform services. Candidate must work as a team and collaborate with appropriate school site staff to streamline information. Bilingual in Spanish and English is required.

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.