JOB ANNOUNCEMENT

Academic Mentors

Educational Talent Search (ETS) is seeking energetic, qualified candidates to academically advise and mentor high school students at six high schools in the City of Anaheim: Anaheim, Katella, Magnolia, and Savanna, Loara, and Western. Our federally-funded program is designed to increase the college readiness, enrollment, and success of our scholars. **Hourly Pay Rate: $10-$15**

RESPONSIBILITIES

- Conduct individualized and small group academic advising/mentoring sessions
- Guide and assist students throughout the process of completing college admission and financial aid applications
- Track educational progress through detailed documentation of students’ participation and academic performance
- Develop and implement outreach and publicity strategies to inform participants of upcoming ETS activities and events
- Assist with presentations and workshops
- Assist in coordinating occasional Saturday and evening workshops, campus tours, and special events
- Represent Educational Talent Search and California State University, Fullerton (CSUF) during university and community events
- Participate in school events to promote and support ETS
- Attend staff meetings and staff development sessions (including mandatory training from July 31—August 4, 2017)
- Other duties as assigned

QUALIFICATIONS

- Be a CSUF student in good academic standing with a minimum G.P.A. of 2.75
- Commit to a full school-year position (August 2017—May 2018)
- Be able to work independently with minimal supervision
- Possess excellent oral, written and interpersonal communication skills
- Be sensitive to students of diverse ethnic and economic backgrounds
- Demonstrate sound decision making skills
- Have reliable transportation to/from assigned school site(s) and CSUF
- Successfully clear fingerprinting and background check process
- Bilingual skills in English and Spanish preferred, but not required
- Federal Work-Study preferred, but not required

SCHEDULE

- Work between 10-15 hours weekly
- Regular schedule will fall between 7:30a - 3:30p, Monday - Friday
- Occasional evening and weekend hours
- Hours can be arranged around class schedule

HOW TO APPLY

To download an application, visit fullerton.edu/talentsearch/employment

OPEN UNTIL FILLED, APPLY NOW!