Academic Mentor

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, Loara, Magnolia, Savanna, and Western. Our federally-funded program is designed to increase the college readiness, enrollment, and success of our Scholars. **Hourly Pay Rate: $12—$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 designing and facilitating 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 various mandatory training sessions from Aug. 19 — 23, 2019)
- 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 2019—May 2020)
- The ability to work with minimum supervision, both independently and with others
- Possess excellent oral, written and interpersonal communication skills
- Be sensitive to students of diverse ethnic, racial, 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 15—20 hours weekly
- Regular schedule will fall between 7:30a—3:30p, Monday—Friday
- Occasional evening and weekend hours required
- Hours can be arranged around class schedule

**OPEN UNTIL FILLED, APPLY NOW!**

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