

## **Employment Opportunities with the East Bay Consortium:**

### **College Advisor:**

The East Bay Consortium / Cal-SOAP seeks current college students to provide college advising for students at various Oakland and Richmond high school's College/Career Information Centers. Advising services are related to college admission, financial aid, and other topics associated with pursuing a higher education.

### **Job Summary and Duties:**

The East Bay Consortium College Advisor works directly under the direct supervision of the Program Coordinator. The College Advisor is responsible for providing college preparation information, advising, and financial aid information to high school youth. Primary responsibilities include, but are not limited to:

1. Provide one-on-one or group assistance to students.
2. Provide classroom workshops at the school site as scheduled.
3. Provide skill building/homework assistance to students who come into the College/Career Information Center during lunch and after school.
4. Provide administrative assistance to the Program Coordinator as needed, including scheduling college representative visits, maintaining the Center's library of college information, maintaining a record of students, on a monthly basis, who receive academic and advising services, etc.
5. Attend all program orientations, trainings, and weekly meetings on Tuesday evenings at 6:00-7:30pm at UC Berkeley

### **Qualifications and Experience:**

1. Currently enrolled in college
2. Available during high school hours
3. Available 4 to 6 hours per day for two days a week Monday thru Friday
4. Experience working with high school youth in a similar academic/educational outreach program is a plus
5. Willing to work some evenings and Saturdays
6. Bilingual skills a plus
7. Good time management and interpersonal skills
8. Available to attend staff meeting on Tuesday evenings from 6:00-7:30pm at UC Berkeley.
9. Work-study a plus but not required

Pay: \$18.46/hour plus mileage

Positions Available: Apply ASAP. Hiring takes place at the beginning of each semester (Fall: Hiring between late July and August)

Application Procedure: Email Boun at [boun@eastbayconsortium.org](mailto:boun@eastbayconsortium.org)