

# Job Announcement

Student Advisor



Educational Talent Search

<b>Program Summary:</b>	Educational Talent Search (ETS) Programs are federally funded programs designed to provide academic services to first-generation and/or low-income college bound high school students. ETS provides students with the necessary support and assistance to persist in high school and encourage and motivate them to enroll into a post-secondary institution. During the summer, ETS provides students with academic skills development and career exploration. Students will also develop leadership and team building skills.
<b>Program Dates:</b>	<b>Academic Year; 15-20 hours per week; required to attend mandatory bi-weekly staff meetings. Must be available to travel with staff to 3/6 high schools that include Tulare Union, Tulare Western, Redwood High, Riverdale High, Mendota High, and Firebaugh High School. Days of travel are Tuesday – Thursday (8 am – 3 pm), Monday and Friday are in office hours. May be required to attend college campus visitations. Two positions open.</b>
<b>Essential Job Functions:</b>	Under the supervision of the Director and ETS staff, the incumbent will be responsible for the following duties: <ul style="list-style-type: none"><li>• Assist College Counselor with caseload</li><li>• Assist with student recruitment and follow-up</li><li>• May assist in academic, and financial aid advising, and orientations</li><li>• Assist in assessing student needs based on their previous and current academic progress</li><li>• Conduct transcript analysis and interpret various academic assessments</li><li>• Work closely with the College Counselors and schools to better assist students through appropriate referrals</li><li>• Keep appropriate documentation of all student contacts</li><li>• Must be willing to participate and attend all training sessions and scheduled staff meetings</li><li>• Be able to lead and engage students in leadership and learning activities</li><li>• Maintain contact with your core group, and ETS Staff</li><li>• Collaborate and follow instructions as delegated by the Program Director and ETS staff</li><li>• Ability to develop and assist in the organization of activities for students</li><li>• Maintain proper documentation and reports</li><li>• Conduct self in a professional manner and be a positive role model for students</li><li>• Create a positive learning atmosphere for students and collaboration amongst colleagues</li><li>• Attend and contribute to staff meetings</li><li>• Other duties as assigned.</li></ul>
<b>Qualifications &amp; Experience:</b>	<ul style="list-style-type: none"><li>• Must have completed at least (2) two years of post-secondary education by the end of Spring 2018</li><li>• Minimum 2.50 GPA, enrolled in college</li><li>• Have excellent leadership, and interpersonal skills</li><li>• Have good writing and communication skills</li><li>• Experience working with students with diverse ethnic backgrounds, low-income and first-generation.</li><li>• Be flexible, enthusiastic, and friendly</li><li>• Be familiar with laws relating to minors</li><li>• Will be fingerprinted for criminal record and must pass background check</li></ul>
<b>Salary:</b>	\$11.00 HR.
<b>Deadline:</b>	<b>November 9, 2018 @ 5pm</b>
<b>To Apply:</b>	Application must be submitted through HireTopDogs visit <a href="http://www.fresnostate.edu/careers">www.fresnostate.edu/careers</a> and click on the HireFresnoState Student Log in Link. Resume, cover letter, and at least 3 references must be included. For questions or for more information contact us at:  Educational Talent Search Program at Fresno State University Center Room 127 5240 N. Jackson Avenue MS UC59 Fresno, CA 93740-8023  Phone: 559.278.2276 Fax: 559.278.2322