



BLU Educational Foundation

POSITION: College Success Advisor-Virtual (Student position)

POSITION SUMMARY The **College Success Advisor** (CSA) will assist with implementation and case management of a college access program for Inland Empire students. The CSA will provide college and career planning support to students and parents virtually (via phone, email, text and online) as part of a regional College Success Initiative.

RESPONSIBILITIES

- Provide individual and small group advising to students
- Assist with colleges search activities and scholarships
- Assist with completion and follow-up of college, financial aid and scholarship applications
- Manage/maintain accurate records; monitor/track student progress on a weekly basis
- Conduct workshops and presentations for students, parents and community members
- Assist with and participate in special events/projects as needed
- Serve as a Mentor/Role Model for students to pursue post-secondary education

QUALIFICATIONS

- MUST enjoy and be effective with African American and Latino male students
- Effective verbal and written communication skills
- Ability to serve a diverse student, staff and parent clientele
- Proficient in MS Word, Excel and Internet resources
- Must carry self in a professional and ethical manner
- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Must be energetic, self-starter, and be able to work independently in an effective manner
- Be willing to travel to various K-12 school and community sites
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality a must!

REQUIREMENTS

- Proof of current enrollment at an accredited college or university, is required.
- Must have access to a computer, internet access, and cell phone
- Must have reliable transportation available, CA Driver's License and auto insurance
- Must pass TB test and Live Scan fingerprinting

SALARY: Staff \$13/hr, Work-Study \$13/hr

WORK SCHEDULE

- 15-20 hours per week (evenings and some weekends required)
- Work shifts will be in 3 to 8-hour increments between 8am-8pm, Monday-Thursday
- Friday work trainings required

HOW TO APPLY: Interested and QUALIFIED candidates should email the following:

1. Cover Letter – Include summary of experience in College Advising, youth development or mentoring, availability of work hours Monday – Friday
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Send resume and cover letter to: info@bluedfoundation.org
For information, please visit www.BLUedfoundation.org