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**Job Title:** College Success Advisor, Part-time

**Program:** San Francisco College Access Center, a Cal-SOAP program

**Location:** 1710 Octavia St, 2nd floor, San Francisco, CA 94109

**School Site:** Burton HS, Galileo HS, Marshall HS, Mission HS, and Jefferson HS

**Position:** Non-Exempt position; some evenings & weekends

**Compensation:** \$20/hour

**Tentative Start Date:** ASAP

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### **PROGRAM DESCRIPTION**

The San Francisco College Access Center's (SFCAC) mission is to provide culturally relevant, comprehensive college preparation information and assistance. Although open to the community, SFCAC targets low-income students and/or the first of their families to attend postsecondary education programs. SFCAC is a Cal-SOAP project funded by the California Student Aid Commission (CSAC) and administered by the Japanese Community Youth Council (JCYC), a non-profit youth organization. For more information, please visit [www.jcyccollegeaccess.org](http://www.jcyccollegeaccess.org) or [www.jcyc.org](http://www.jcyc.org).

### **POSITION DESCRIPTION**

SFCAC is a Cal-SOAP project administered by the California Student Aid Commission (CSAC). The College Success Advisor will be responsible for the recruitment, identification, selection, and counseling of participants at one of the open school sites: **Philip & Sala Burton, Galileo, Thurgood Marshall, and Mission High Schools** in San Francisco Unified School District (SFUSD) or **Jefferson High School** in Jefferson Unified High School District (JUHSD) in Daly City. These participants will fulfill the eligibility criteria as set by CSAC for all Cal-SOAP Projects.

### **JOB RESPONSIBILITIES:**

#### **Direct Service/Outreach:**

1. To identify, recruit & select eligible participants who are: 1) low-income as defined by Cal-Grant income levels; and/or 2) who have the potential to be the first in their family to attend college;
2. Assess and determine participants' educational needs and academic potential;
3. Conduct college (e.g., College 101) and financial aid presentations (e.g., FAFSA, Cal-Grants);
4. Provide college and financial aid advising to encourage participants to complete high school

- and enroll in post-secondary colleges;
5. Assist participants in completing college and financial aid applications;
  6. Coordinate and implement field trips (i.e., college campus and cultural field trips);
  7. Provide SAT/ACT test prep workshops in coordination with consultants;
  8. Assist participants in applying for re-admission to secondary schools when applicable
  9. Advocate for admission to post-secondary schools; and
  10. Refer participants to appropriate social services and government agencies.

**Administrative:**

1. Manage a caseload of 75 - 125 SFCAC participants (providing at least 1-3 services for each participant);
2. Collect required program documents (e.g., intake, sign-in sheets) and/or school forms to organize complete individual participant files;
3. Compile student demographic and related data to track the completion of program activities to ensure that SFCAC annual grant objectives will be met for each program year;
4. Assist with the implementation and evaluation of project activities;
5. Provide support to target high school counseling staff and/or assist with events that complement the SFCAC program timeline. Staff participation in target school activities is subject to approval by Associate Director to minimize interference with SFCAC job responsibilities.

**Other Program Participation:**

1. Assist and support other JCYC College Access Programs' (e.g., TRIO) staff at shared target high schools;
2. Participate in JCYC College Access Programs' school-wide events (e.g., Cash for College, Middle School Career Days, Summer Programs) to promote intra-collaboration and teamwork;
3. Participate in agency and department meetings, activities, committees, events, etc., as appropriate;
4. Perform related duties as needed.

**Job Qualifications:**

- **Enrolled in college, AND a current recipient of financial aid (i.e., Pell Grant, Cal Grant, or Loans).**
- Some experience working with youth.
- Effective communication (verbal & written) and strong organizational skills; Detail-oriented.
- Experience with conducting presentations and event planning.
- Computer Literate; Working proficiency in MS Word, Excel, and other presentation tools.

**Desired Qualifications:**

- Experience with diverse student populations.
- Prefer individuals (but not required) similar to the target population; first in their families to attend college.
- Ability to work cooperatively with secondary school faculty and community agency personnel.
- Knowledge of community resources and programs for San Francisco and/or Daly City youth.

**HOW TO APPLY:**

Applicants MUST submit ALL of the following: 1) Cover Letter and 2) Resume to

[applycollegeaccess@jcy.org](mailto:applycollegeaccess@jcy.org)

Attn: SFCAC College Success Advisor Position (PTE).

Please, no phone calls.

*PLEASE NOTE: San Francisco College Access Center, a college access program of JCYC, actively seek to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job related conditions or disabilities. All employees of the JCYC participate in a criminal background investigation. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*