Summer Job Announcement

Student Advisor



Program	Educational Talent Search Programs are federally funded programs designed to provide academic
Summary:	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. This position will be housed at the Porterville College Campus.
Program Dates:	Academic Year; 15-20 hours per week; required to attend mandatory bi-weekly staff meetings.
i rogram bates.	Must be available to travel with staff to 3 high schools in <u>Porterville Unified</u> (Porterville High,
	Monache High, and Granite Hills High School). Days of travel are Tuesday – Thursday (8 am –
	3 pm), Monday and Friday are in office hours. May be required to attend campus visitations.
Essential Job	Under the supervision of the Director and ETS staff, the incumbent will be responsible for the
Functions:	following duties:
	Assist College Counselor with caseload
	Assist with student recruitment and follow-up
	May assist in academic, and financial aid advising, and orientations
	 Assists in assessing student needs based on their previous and current academic progress
	Conduct transcript analysis and interpret various academic assessments
	Work closely with the College Counselors and schools to better assist students through
	appropriate referrals
	Keep appropriate documentation of all student contacts
	Must be willing to participate and attend at all training sessions and scheduled staff meetings
	Maintain contact with your core group, and ETS Staff Callaborate and fallow instructions as delagated by the Bragger Birector and ETS staff.
	Collaborate and follow instructions as delegated by the Program Director and ETS staff Ability to develop and assist in the approximation of activities for at violents.
	Ability to develop and assist in the organization of activities for students
	Maintain proper documentation & reports
	Conduct self in a professional manner and be a positive role model for students
	Create a positive learning atmosphere for students and collaboration amongst colleagues
	Attend and contribute to staff meetings
	Other duties as assigned.
Qualifications &	 Must have completed at least two years of post-secondary education by the end of Spring
Experience:	2017
-	Minimum 2.50 GPA
	Have excellent leadership, and interpersonal skills
	Have good writing and communication skills
	Experience working with students with diverse ethnic backgrounds, low-income and first-
	generation.
	Be flexible, enthusiastic, and friendly
	Be familiar with laws relating to minors
	Will be fingerprinted for criminal record and must pass background check
Coloru	\$11.00 HR.
Salary: Deadline:	
Deadline:	Open until filled
To Apply:	Application must be submitted through HireTopDogs visit www.fresnostate.edu/careers and click on
	the HireFresnoState Student Log in Link. Resume, cover letter, and at least 3 references must be
	included. For guestions or for more information contact us at:
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	Educational Talent Search Program at Fresno State
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