

# Cal Poly Humboldt Sponsored Programs Foundation

## Job Announcement

*This is not a state position and is subject to grant funding.*

**Job Title:** TRIO Talent Search College Access Advisor

**Location:** Humboldt and Mendocino Coast Regions

**Wage:** \$22.00-\$28.00 per hour, depending on experience; both Part-Time and Full-Time positions are open. This is a Non-Exempt, 12-month position. For eligible positions, the job offers a competitive benefits package, including group health, dental, vision, and retirement (after one year of service with 1,000 hours in that year).

**Project Name:** Talent Search

**Supervisor:** Rose Sita Francia, Talent Search Director

### POSITION SUMMARY

Reporting to the Director of Educational Talent Search (ETS), College Access Academic Advisors (Advisors) collaborate with school personnel at assigned schools to meet grant objectives of the federally-funded ETS program and provide ETS services to high schools in the service area. Advisors recruit eligible program participants, deliver ETS curriculum and academic mentoring services to 6<sup>th</sup>-12<sup>th</sup> grade students and their families, and maintain confidential records and documentation on all services provided. They also assist with school-sponsored events and Cal Poly Humboldt college access events. The advisor must be able to transport Talent Search participants for college access field trips and work occasional weekends and evenings.

While the continuation of this position is foreseen for years to come, this position is contingent on continued grant funding. This is not a state or federal position.

### JOB FUNCTIONS

- Recruit eligible ETS student participants in grades 6-12 at assigned schools
- Conduct recruitment presentations during the months of September, October, and May
- Distribute and collect completed ETS applications
- Mail or deliver completed ETS applications to the ETS Office Manager
- Meet one-on-one with new ETS participants to conduct an entry interview
- Mail or deliver completed interview forms to ETS Office Manager
- Deliver student-centered ETS programming to student participants and their families
- Plan annual delivery of ETS services in coordination with personnel at assigned schools
- Maintain regular contact with school personnel and build positive relationships
- Plan, conduct, and evaluate workshops for ETS students (all eligible grades at assigned schools) in the following subject areas: financial aid literacy, college preparation, study skills, and career exploration
- Conduct one-on-one and small group advising customized for individual ETS students
- Build and maintain trusting relationships with 6<sup>th</sup>-12<sup>th</sup> grade students from diverse backgrounds
- Communicate with ETS students' parents on a schedule appropriate for assigned school
- Coordinate and present workshops for ETS students' parents on college readiness topics
- Assist ETS students with financial aid applications and ensure that 90% + of ETS seniors submit FAFSA
- Assist ETS students with scholarship applications
- Assist ETS students with post-secondary educational program applications and ensure that 80% + of ETS seniors apply to one or more post-secondary educational programs

- Educate ETS students about rigorous curriculum (A-G requirements) and ensure that 30%+ of ETS seniors graduate with A-G requirements fulfilled
- Oversee peer tutors and hold tutoring hours as needed by the school site
- Assist with school-sponsored college readiness activities such as Financial Aid Night, Back to School Nights, PTA meetings, College Fair, and other relevant community outreach events
- Coordinate with ETS Office Manager to maintain up-to-date confidential participant files
- Provide Office Manager with all 1) evaluations of the workshop and special events, 2) sign-in sheets for one-on-one advising and contacts, 3) end-of-year transcripts for all ETS students, 4) Student Aid Reports (SARs) for graduating seniors from assigned schools, 5) lists of all graduating seniors from assigned schools, 6) lists of graduating seniors from assigned schools completing rigorous curriculum (A-G fulfilled), 7) and other documentation as required
- Assure confidentiality of all sensitive student information

#### Other

- Attend staff meetings and retreats
- Attend relevant regional and local professional development conferences, workshops, and seminars as needed
- Assist ETS participants in attending college access events.

#### MINIMUM QUALIFICATIONS

- Minimum one year of professional experience.
- A master's degree in a related field can substitute for one year of work experience.
- Must possess a valid California driver's license and have reliable transportation.

#### PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Professional experience working with students from diverse backgrounds.
- Bilingual or conversational Spanish.
- Experience preparing lesson plans in alignment with Common Core State Standards.
- Experience providing academic, career, college, and personal advising for middle and/or high school students. Experience facilitating workshops, presentations, and seminars for groups of students and parents.
- Knowledge of standardized test requirements, preparation practices, college entrance requirements, and application processes.
- Experience working with first-generation, low-income, and other underrepresented potential college students. Personal experience in overcoming barriers similar to those of ETS students.

**Application Instructions:** To apply, submit 1) Resume, 2) Cover Letter, 3) three professional references, along with 4) the [SPF Employee Information Form for Applicants](#) electronically to [baa67@humboldt.edu](mailto:baa67@humboldt.edu). If you have any questions regarding this position, call the TRIO ETS Office (707) 826-4791 or email at Ben Anderson at [baa67@humboldt.edu](mailto:baa67@humboldt.edu).

**Application review date:** Initial review **May 8, 2025**; position open until filled

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.