Educational Talent Search (ETS)
ETS Mentor / Student Assistant Position

General Information:

Provide pre-college advisement to middle school and/or high school students participating in the Educational Talent Search program. Educational Talent Search is a federally funded TRiO program that seeks to increase the number of first generation and low-income students that successfully enroll in post secondary institutions.

Duties:
• Under the supervision of the advising coordinator and ETS staff, the ETS Mentor/Student Assistant will provide pre-college advisement for student’s grades 6-12 in the areas of college awareness, life skills, financial aid, and academic preparedness.
• Work at local middle schools and high schools
• Provide workshops on life and study skills, college applications, and financial aid/scholarships
• Maintain complete and accurate records of pre-college advisement sessions
• Work with students in a classroom setting, individually, and in small groups to provide assistance with academic and life skills
• Provide student follow-up and periodic assessments
• Assist advising coordinator with outreach and recruitment efforts
• Help supervise field trips and other cultural enrichment experiences
• Assist staff in preparation for activities and workshops
• Attend mandatory training sessions, held once a month on Fridays, in order to increase competency in working with students
• Perform other duties as assigned to achieve project goals and objectives

Qualifications:

• Must be a current student; sophomore, junior, graduate student, in good academic standing
• Prior experience working with first generation, low-income students in grades 6-12, in a classroom setting or after school program
• Reliable, responsible and self-directed

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• Excellent communication and interpersonal skills; bilingual preferred
• Must be friendly, punctual, professional, proactive, and a quick learner
• Must have reliable transportation
• Must be able to attend mandatory trainings; prior to working in the schools, as well as monthly trainings held once a month on Fridays
• Minimum grade point average of 2.5 or higher
• Must be able to work at least four consecutive hours at a time (8am – 5pm) and commit to full academic year August 2014 – May 2015

**Required documentation upon hiring**

- Two letters of recommendation (form will be provided),
- Fall class schedule,
- Live scan, and
- Tuberculosis (TB) tested

**Purpose:**
The mission of Educational Talent Search is to promote access to higher education by providing guidance and support to first generation and/or low income students. ETS serves over 1,200 parents and students in the San Fernando Valley.

**Classification:** III

**Wage:** $10.00-$15.20, starting salary $10 hr.

**Hours:** Fall/Spring 12-15 hr. Prefer students that have 2-3 full days during the week. Must be able to work at least four consecutive hours at a time and commit to full academic year August 2014 – May 2015

**To Apply:**
Please submit an employment application, resume, and unofficial transcript. Job applications are available in the Department of Student Outreach and Recruitment Services located in Bayramian Hall, Room 190. For additional information, please contact the ETS office at (818) 677-4550.