

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

Purpose:

The Educational Talent Search program is a federally funded TRIO programs sponsored by California State University, Northridge. The mission of Educational Talent Search (ETS) is to change the lives of first generation low-income students by promoting access to higher education. ETS serves over 1,200 parents and students in the San Fernando Valley.

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;
- 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 ETS outreach and recruitment efforts;
- Provide accurate and precise information of post-secondary and financial aid opportunities.
- 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;
- Serve as a positive role model for Talent Search participants;
- Work at local middle schools and/or high schools in the San Fernando Valley; and
- Perform other duties as assigned to achieve project goals and objectives

Qualifications:

- Must be a current student, sophomore, junior, and/or graduate student in good academic standing;
- Minimum grade point average of 2.5 or higher

- Prior experience working with first generation, low-income students in grades 6-12, in a classroom setting or after school program (preferred);
- Reliable, responsible and self-directed;
- Excellent communication and interpersonal skills; bilingual preferred;
- Must be professional, punctual, proactive, and a quick learner;
- Must have reliable transportation to school sites;
- Collaborate and partner with other pre-college programs and/or school site personnel;
- Must attend mandatory trainings; prior to working in the schools, as well as monthly trainings held once a month on Fridays; and
- Must be able to work at least five consecutive hours at a time (8am – 5pm, potentially some evenings) and commit to full academic year August – May.

Required documentation upon hiring:

- Live scan,
- Background check; and
- Tuberculosis (TB) tested

Classification: III

Wage: Starting salary \$15.50 hr.

Hours: Fall/Spring, 12-15 hour depending on availability. When working in person, prefer students that have 2-3 full days during the week between the hours of 8am - 3pm. Must be able to work a minimum of five consecutive hours at a time and commit to full academic year August – May. Training once a month on Friday afternoons.

To Apply:

Please submit an employment application, resume, class schedule, unofficial transcripts, and a copy of your financial aid award. Job applications are available in the TRIO office located in Sierra Hall 422 or at <http://www.csun.edu/outreach/student-employment>. For additional information, visit www.csun.edu/trio, or please contact the Talent Search office at (818) 677-4550 or email talentsearch@csun.edu.