



High School Advisor Internship Description

Position:

Counseling Graduate – High School Advisor

Description:

The mission of the UCR Office of TRIO Pre-College Programs, Educational Talent Search (ETS) is to prepare and motivate potentially first generation and income qualifying high school students to pursue a college education. UCR ETS services 5 high schools in the San Bernardino City Unified School District: San Bernardino High, San Geronio High, Pacific High, Arroyo Valley High, and Indian Springs High School. The High School Advisor (HSA) is expected to travel to the target high school sites to meet with participants and provide academic and career/college development through individual and group advising. The HSA is also expected to assist the High School Coordinators & Assistant Director with other programming and data entry.

Appointment:

Monday-Friday, 8:00 am – 5:00pm. Some evenings and weekends may be available. Position is located primarily in San Bernardino, CA and Riverside, CA.

Interns are expected to commit at least 10 hours a week, maximum of 40 hours a week.

Education & Experience:

Bachelor's degree in related area and/or equivalent experience required. (E.g. Education, Counseling, Ethnic Studies, or another related field).

Minimum of one year of experience in counseling and advising high school students is preferred.

Minimum of one year of experience in planning and implementing and coordinating program services preferred.

0 years of related experience, **required.**

Minimum of 1 yr. related experience, **preferred.**

Key Duties:

Under close supervision of higher-level professional:

- Uses professional concepts by providing basic information about higher education and financial aid.
- Assist with the development and implementation of college-going services and activities.
- Visits assigned school sites to advise students in individual and group sessions.
- Participate in coordinating, planning, and attending Educational Talent Search cultural and educational components such as field trips.

UCR Office of TRIO Pre-College Programs

- Supports non-high school-based programming and activities such as summer residential and non-residential programs.
- Delivers basic college-going workshops, curriculum, materials, and activities to students, parents and families at community and school-sponsored events.
- Develops and maintains relationships with K-14 students by delivering individual and group advising services.
- Maintain relationships with parents/families to support student academic success and access to higher education.
- Collaborate with Other TRIO Programs such as Upward Bound and other departments on campus (Admissions, Financial Aid, Housing, Learning Center, etc.) in developing services to the Educational Talent Search participants.
- Tracks academic progress of program participants.
- Assists with data collection to measure and review participants' success
- Develops and disseminates publications and other material regarding college admission in both Spanish and English.

Knowledge and Skills:

- Ability to maintain cooperative relationships with school district administrators, school counselors, principals, teachers, and community contacts.
- Basic knowledge of high school graduation and college entrance requirements. Knowledge of academic programs, including curricula and admissions requirements for higher education institutions.
- Basic knowledge and understanding of K-14 education.
- Knowledge of higher education institutions (UC, CSU, CC etc.) and the ability to explain procedures to youth, parents and school representatives.
- Basic knowledge of working with a diverse student population and sensitivity to culture, race, ethnicity, gender identity, sexual orientation, and socio-economic status.
- Excellent oral and written communication skills.
- Experience planning and implementing informational, motivational, academic, and personal support and services for socially disadvantaged students.
- Proven ability to handle confidential and sensitive information with diplomacy and tact.

Application Process:

Submit a Resume via email at ets@ucr.edu

***Please use the following format for the email subject: InternApplicant_(LastName)_ (FirstName)**

Questions:

Contact Alma Lopez, Assistant Director, Educational Talent Search at almalg@ucr.edu or (951) 827-7863