



Academic Advisor

JOB DESCRIPTION

Position: Academic Advisor

Reports to: Education Coordinator

Summary/Description: Advisors work closely with middle and/or high school participants in RHI's youth development program. Advisors provide tutoring, support youth to complete projects and homework assignments, create and teach enrichment activities which allow youth to strengthen academic skills as well as support college prep work. Academic Advisors meet weekly with the Education Coordinator to review student progress and explore avenues toward educational success. An Advisor will provide academic support in both one-on-one and small group settings.

Responsibilities: The responsibilities include but are not limited to the following:

- Provide differentiated academic support to participants according to their individual plans, in small group and one-on-one settings.
- Develop individual work for participants that relates to their academic challenge areas from educational assessments.
- Support students to develop individual academic goals and review every marking period.
- Meet one-on-one with youth to review individual goals.
- Supervise group academic assistance sessions while creating a positive learning environment.
- Enter relevant information into database as needed.
- Attend staff meetings and planning meetings as needed.

Skills, Knowledge and Abilities:

- Ability to conduct an individual academic assessment, and create and implement a personalized educational plan.
- Experience working in an academic support capacity with confidence in math/science or language/social studies.
- Experience managing tutoring sessions or group work with up to 15 youth.
- Must have strong communication skills, both written and verbal.
- Proven ability to serve as a role model in an after-school setting.
- Ability to connect with people, build trust and respect, provide needed support and demonstrate patience and maintain positive attitude.
- Demonstrated ability to work individually and as part of a team.
- Excited about community-based, youth development work.

Education and Qualifications:

- College degree or working toward degree.
- Experience tutoring for NYS regents preferred: Global Studies, ELA, Mathematics, etc.
- STEM background highly preferred.
- Knowledge of NYC Public School Curricula.
- Knowledge of Red Hook community (resident preferred).

Hours and Compensation:

The position is part time, with the opportunity to work 20-28 hours between 3PM and 8PM, weekdays.

To Apply:

Submit resume and cover letter *including salary requirements* to apply@rhicenter.org with "Academic Advisor" in the subject line. No phone calls, please.