



Academic Advisor

JOB DESCRIPTION

Position: Academic Advisor, College Prep

Reports to: Education Coordinator

Summary/Description: Many of the young people we work with state that before their work at RHI, they did not envision themselves as college students. The Advisor gets the opportunity to work with youth to co-create a right-fit college pathway and to make an impact in the lives of young people through college access and preparation. The Advisor works closely with high school students to support their college preparation. S/he helps young people learn about college through academic enrichment activities and also supports youth to succeed academically through goal-setting, tutoring and skill-building activities. Academic Advisors meet weekly with the Education Coordinator to review individual “participant improvement plans” and explore avenues toward educational success. An Advisor may provide academic support in one-on-one or small group sessions. This is a part-time position, roughly 25 hours per week.

Responsibilities: The responsibilities of the Academic Advisor include but are not limited to:

- Lead the college application process for college-bound youth.
- Develop and facilitate programming to expose and prepare youth for college.
- Develop workshops, events and trips that will support, inspire, and inform youth about the skills needed to pursue higher education and other opportunities (trips, panels, and college tours/fairs).
- Mobilize resources to connect youth with relevant resources (SAT courses, college prep mentors, additional tutoring, school/placement visits, etc.).
- Develop and lead parent workshop series on post-secondary options and prep.
- Coordinate with the Education Coordinator to provide differentiated academic support to participants according to their individual plans, in small group and one-on-one settings.
- Analyze student report cards to develop improvement plans.
- Supervise group academic assistance sessions while creating a fun, interactive, and youth-focused learning environment.
- Track youth progress and provide consistent documentation/ progress notes about observed needs in the Salesforce Database and other tracking systems.
- Develop interactive lessons that will assist youth to develop academic techniques: study skills, organization skills, time management (with support from Education Coordinator).
- Attend staff and planning meetings as needed.

Knowledge and Abilities:

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

Education and Qualifications:

- Bachelor's Degree or working toward degree.
- Experience tutoring for NYS regents preferred: Global Studies, ELA, Mathematics, etc.
- Knowledge of Red Hook community and RHI mission and vision (resident preferred)
- Case management experience (at least 1 yr).
- Knowledge of college application process, financial aid.
- Experience teaching or facilitating groups.