



## **Academic Advisor JOB DESCRIPTION**

**Position:** Academic Advisor

**Reports to:** Sr. Education Manager

**Hourly Rate:** \$20/hr.

**Schedule:** This is a part-time, non-exempt position, requiring roughly 25 hours per week, on site from 3-8pm Monday through Friday (with some scheduling flexibility to meet the 25-hour workload).

**Summary/Description:** Academic Advisors work closely with high school participants who are participants in RHI's Youth Leader programs. Academic Advisors help participants navigate academic deficits as they work toward their high school diploma. They provide individual and small group academic coaching to participants in core subjects: Mathematics, English, Social Studies, Living Environment, Global Studies and English. They also accommodate Youth Leaders daily during Study Lounge - an academic space dedicated to completing homework and other academic-related school projects. Academic Advisors additionally support participants with co-creating individualized "participant improvement plans"; co-create lessons; and provide Regents Prep tutoring.

**Responsibilities:** The responsibilities of the Academic Advisors include but are not limited to the following:

- Oversee daily after-school study/homework space - Study Lounge.
- Coordinate with the Education Coordinator to provide differentiated academic support to participants according to their individual plans, in small groups and one-on-one settings.
- Analyze student report cards to develop improvement/ goal setting plans twice annually.
- Supervise group academic assistance sessions while creating a fun, interactive, and youth-focused learning environment.
- Track student progress and provide consistent documentation/ progress notes about observed student needs.
- Enter relevant information into the database and spreadsheets as needed.
- Develop interactive lessons that will assist students to develop academic techniques: study skills, organization skills, time management (with support from Education Coordinator).

- Provide Regents Prep support in Global Studies, ELA, Mathematics, Living Environment, etc.
- Attend staff meetings and planning meetings as needed.

**Skills, Knowledge and Abilities:**

- Excited about community-based youth development work.
- Experience working in an academic support capacity with confidence in core subjects: Mathematics, English, Social Studies, Living Environment, Global Studies and English.
- 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, demonstrate patience and maintain a positive attitude.
- Demonstrated ability to work individually and as part of a team.

**Education and Qualifications:**

- College degree or working toward a degree.
- Experience tutoring for NYS regents preferred: Global Studies, ELA, Mathematics, etc.
- Case management experience (at least 1 year), preferred.
- Knowledge of NYC Public School Curricular and Common Core standards.
- Computer skills; experience working with Google Office Suite and Salesforce.
- Residents of Red Hook, preferred.

To apply, please send a resume and cover letter to [apply@rhicenter.org](mailto:apply@rhicenter.org) with “Academic Advisor” in the subject line.