



Academic Advisor: STEM JOB DESCRIPTION

Position: Academic Advisor: STEM

Reports to: Adolescent Program Manager

Hourly Rate: \$20/hr.

Status/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: Advisors help Middle School and High School Youth learn through academic enrichment activities, review content being taught in school, and support them to complete projects and homework assignments. Academic Advisors meet weekly with the Education Manager and Middle School Manager to review individual “participant improvement plans” and bi-weekly with the education team to explore supportive opportunities for educational success. Academic Advisors provide academic support for youth throughout the year in the following ways: one-on-one or small group tutoring sessions, management of the study lounge, education assessment & Goal setting and more.

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

- Provide academic support to participants according to their individual plans, in small group and one-on-one settings.
- Support students in taking educational assessment to develop individual academic goals.
- Supervise group academic assistance sessions while creating a fun, interactive, and youth-focused learning environment, study lounge, group tutoring, etc.
- Lead at least one youth program per cycle in support of reaching 2 hours of STEM programming per week for DYCD requirements.
- Track student progress in salesforce database and provide consistent documentation/progress notes about observed student needs
- Track student incentive point system for education programming and manage RHI’s Scholars Prize Bank of incentives.
 - Manage a group of 5 youth who support the RHI Scholars Prize Bank: creating a list of incentives, assigning points, hosting monthly RHI Store for youth to trade points for items.
- Provide 1:1 academic support for scholars to work towards their educational goals

- Enter relevant information into the database and spreadsheets as needed, attendance, notes, goals, individual support, etc.
- Develop interactive lessons and worksheets that will assist students to develop academic techniques.
- Ensure that each participant has a folder of enrichment work that relates to their academic weakness.
- Attend trips, all staff meetings, team meetings and planning meetings as needed.

Skills, Knowledge and Abilities:

- Excited about community-based, youth development work.
- Proficient in STEM
- 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 a positive attitude.
- Demonstrated ability to work individually and as part of a team.

Education and Qualifications:

- College degree or working toward degree.
- Knowledge of NYC Public School Curricula.
- Resident of Red Hook preferred.

To Apply: Please email a cover letter and resume to apply@rhicenter.org with 'Academic Advisor: STEM' in the subject line.