



San José State
UNIVERSITY
FOUNDATION

Position: Outreach Assistant

DEPARTMENT/PROGRAM: Enrollment Services, Office of Pre-College Programs
Educational Talent Search Program

IMMEDIATE SUPERVISOR: Educational Talent Search Program Coordinator

POSTING DATE: October 1, 2009

CLOSING DATE: Priority Deadline: Open Until Filled

SALARY: \$14.00/hr

HOURS: 32 hours/week

EXEMPT STATUS: Non-Exempt

APPOINTMENT: Position is contingent on grant funding and is renewed annually.

PROGRAM DESCRIPTION:

The Educational Talent Search program (ETS) provides academic advising and support to high school students with the potential for educational achievement at a postsecondary level. ETS encourages participants to complete secondary education and enroll in a postsecondary program.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Recruit students into the program from multiple school sites
- Conduct college awareness and study skills workshops
- Conduct academic advising sessions for high school students
- Collect and maintain accurate records on each student
- Collect data as requested for annual performance report
- Participate in student/parent orientation meetings
- Work directly with school personnel and partner community agencies
- Enforce program rules and disciplinary procedures

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in education, sociology, psychology, or related field, or equivalent experience
- Experience in conducting academic outreach efforts to high school students
- Experience in working directly with school personnel
- Ability to communicate effectively with individuals from a variety of backgrounds
- Experience working in an educational equity program or similar setting preferred but not required
- Bilingual preferred but not required

KNOWLEDGE, SKILLS AND ABILITIES:

- Effective oral and written communication skills
- Knowledge of the a-g college preparatory sequence
- Ability to establish and maintain cooperative working relationships in a diverse, multi-cultural environment

- Ability to track and monitor student progress
- Understanding of and commitment to the mission of a project serving low-income and underrepresented students
- Computer literate: IBM and Macintosh operating systems and software
- Knowledge of high school requirements, college admissions, and financial aid applications, procedures, and timelines.

APPLICATION PROCEDURE:

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Foundation Human Resources Department, through the Foundation's web site at <http://www.sjsufoundation.org>, or in person by visiting the Foundation, located at 210 N. Fourth Street, 4th Floor, San Jose, CA (corner of St. James & Fourth St.) **An application will be required for those interviewed.**

San Jose State University Foundation
Attn: HR/Job Code PCP 101
210 N. Fourth Street, 4th Floor
San Jose, CA 95112
E-mail: jobs@foundation.sjsu.edu

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