



## Student Outreach Advisors with Educational Talent Search

Successful candidates will work *off campus* with our local participating Jr. High or High schools

Pioneer Valley High School  
Righetti High School  
Santa Maria High School

Fesler Jr. High School  
McKenzie Jr. High School

Mesa Middle School  
Nipomo High School

Educational Talent Search (ETS) serves students in grades six through twelve at their respective school sites. This early intervention program helps students who are low-income and/or potential first-generation college students, in understanding their educational opportunities. ETS offers various educational outreach strategies designed to develop participant motivation and supplement their academic preparation. Participants receive pre-college advising focused on college entrance requirements and financial aid and the opportunity to participate in university fieldtrips and parent information workshops.

### Duties and responsibilities:

Under the supervision of an ETS staff member, assist with the following:

- Identify and recruit potential Educational Talent Search students
- Assist Outreach Counselor/Advisor in presenting and/or facilitating pre-college workshops
- Assist with college related academic advising during school site office hours and workshops
- Assist with developing study enhancement sessions and agendas
- Assist in monitoring and motivating student participation in a pre-college setting
- Assist with the supervision of participants in all program areas to assure safety and well being
- Responsible for assigned clerical projects (flyers, calendars, event announcements, etc.)
- Maintain confidential records
- Complete required program documentation of services
- Assist with phone calls to participants and parents (as requested)
- Check email and ETS office box and school site box on a weekly basis
- Participate in ETS sponsored field trips and parent meetings (as needed)

### Qualifications:

- Must possess strong listening, verbal & written communication skills
- Must demonstrate sensitivity working with low-income and first-generation populations
- Ability to work with minimum supervision and follow through on work assignments
- Ability to effectively multi-task and prioritize; strong organizational and time management skills
- Must have computer skills to work with Excel, Word and Internet; knowledge of Publisher
- Ability to become proficient in Filemaker Pro is desired
- Must have at least one year of course work remaining at Cal Poly
- Must be open to travel to a minimum of two school sites
- Must have and maintain good academic standing (2.0 GPA or above)
- Bilingual skills highly desired (Spanish/English)
- Must have a valid CA driver's license and proof of current auto insurance
- Must be able to travel to school sites and have reliable transportation
- Must pass fingerprint and background clearance
- TB testing is required

**Salary:** \$10.50 per hour    **Hours:** 5-10 hours per week to be arranged to meet program needs.

*Employment applications available online <http://sas.calpoly.edu/employment> or available for pick-up at Student Academic Services (Hillcrest, Bldg. 81)  
Direct inquiries to Eliana Contreras ([eccontre@calpoly.edu](mailto:eccontre@calpoly.edu)) – (805) 756-2301*