



## Black College Success Initiative Academic Advisor

### **ORGANIZATION SUMMARY**

For more than two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinates high impact educational enrichment programming to ensure students are college and career bound. Russell Westbrook Why Not? Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org).

### **POSITION SUMMARY**

Under the supervision of the Senior Director of College Success, the Academic Advisor is responsible for ensuring Black College Success Initiative (BCSI) students receive information, resources, and support that prepare them for college and career. To meet this goal, the Academic Advisor will assist in developing, implementing, and managing programs and services that engage BCSI students in a college-going culture of high academic expectations. More specifically, the Academic Advisors will provide an array of college preparatory programming and services that raises students' awareness of college entrance requirements. Furthermore, the ideal candidate will broaden student exposure to college and careers, and assist and support students and their families in the college application, test preparation (e.g., SAT and ACT), and financial aid processes. This is a full-time, exempt position.

## **RESPONSIBILITIES AND DUTIES**

The Academic Advisor will:

- Assist in developing and sustaining a college-going culture where the students and school community view college and career readiness as an opportunity for all students to reach their untapped potential
- Collaborate with school administrators and counselors to identify the targeted number of qualified high school students to participate in the Black College Success Initiative
- Remain updated on college admissions trends, criteria, policies, and processes by attending annual college conferences (e.g., Private, CSU, and UC counselor conferences)
- Assist in developing and implementing grade-level specific program and services such as college visits, academic advising (e.g., A-G requirements), early career exposures, summer enrichment services, SAT Prep, and a full array of transition-to-college programs for high school seniors (e.g., college applications and scholarship applications)
- Conduct senior planning sessions with high school seniors and parents/caregivers to determine BCSI students' eligibility for admissions into select colleges and universities
- Assist the Senior Director of College Success in developing and maintaining a data tracking system to track college admissions eligibility, financial aid/scholarships (e.g., California Student Aid Commissions (CSAC) reports)
- Create and monitor Individual Graduation Plans, including transcript evaluation, including alternative options such as adult school and non-traditional/CA minimum requirements
- Support the development and implementation of a system for progress reports, counseling sessions/circles, one-to-one advising sessions, and interventions for BCSI students
- Attend BCSI orientations, parent meetings/conferences, and all BCSI events to support student participants
- Support students social-emotional well-being by connecting them to resources and services on a need-basis (work closely with school Social Worker and Psychologist)
- Manage course articulation through the appropriate portal
- Support a 9th-grade cohort under the Network for School Improvement program
- Other duties as assigned

## **CANDIDATE REQUIREMENTS**

### **Education and Experience**

- Bachelor's degree in a relevant field required
- Master's degree in a relevant field desirable
- Experience counseling/advising in an urban school district with students of diverse backgrounds and socioeconomic statuses preferred
- Three years of work experience in educational environments
- College counseling, counseling, school experience and training desired

### **Knowledge, Skills, and Abilities**

- Strong knowledge of college entrance requirements
- Strong working knowledge and literacy around college access data
- Proven ability to develop and execute strategies focused on underrepresented student groups
- Strong organizational, administrative, and project management skills
- Resourceful, able to multitask, prioritize and manage time effectively
- Ability to work well in team-oriented environments
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in a diverse community
- Persistent self-starter with a knack for problem-solving, networking, creating new relationships and opportunities
- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan
- Fluent computer skills including database, word processing, spreadsheets, presentation, and online communications (e.g., Microsoft Office, Google Suite, Zoom)
- Commitment to LA Promise Fund mission and values
- Must clear a LiveScan criminal background check
- Must clear a TB Risk Assessment
- Must complete Mandated Reporter training
- COVID-19 Vaccination

## **COMPENSATION**

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

## **HOW TO APPLY**

Email your cover letter and resume to [careers@lapromisefund.org](mailto:careers@lapromisefund.org).