

10,000 Degrees Job Description

Position: Summer Application Institute (SAI) Student Advisor
Reports to: Program Coordinator, College Access

10,000 Degrees is dedicated to creating educational equity by supporting students to successfully access, pursue and complete higher education. To carry out our mission, we provide college access programs, scholarships and recipient support to students of all ages. Students who receive assistance from 10,000 Degrees are from low-income households, are the first-generation of their family to go to college and are from groups who have been traditionally underrepresented in higher education.

Position Purpose:

The Student Advisor participates in the implementation of the Summer Application Institute, a program that assists high school sophomores and juniors who are first generation to attend college by preparing them to meet the challenges of entering college. The intensive five-day college preparatory experience will be held at Dominican University of California for rising seniors and Sonoma State University for rising juniors from August 3-7, 2010. Beginning August 3rd, Student Advisors will stay overnight in the dorms. During the program, Student Advisors are on duty Tuesday through Saturday for most of the day and on call in case of emergencies in the evening.

Essential Duties:

- Attend Mentor-Student Match Day on June 19, 2010 from 10:00-5:00pm and planning meeting on June 17, 2010 from 5:30-7:00pm.
- Attend mandatory Summer Application Orientation meeting in July (date TBD).
- Pass CPR/First Aid Certification blended skills course (online portion).
- Attend CPR/ First Aid Certification skills course and program planning meeting on July 14, 2010 from 9:00am-5:00pm.
- Assist staff with the compilation of student and mentor guidebooks.
- Act as a daily resource for student participants in the Summer Application Institute providing advice and counsel from the perspective of someone who has gone through the process of applying to, and attending college
- Assist staff with the facilitation of the daily schedule during the Summer Application Institute, including facilitation of workshops and team meetings
- Live in the dorm with students and staff and be available to notify staff in the event of an emergency
- Be available to assist staff with photography, film processing, set up for guest speakers, set up for breaks, and other Institute events
- Attend daily debrief sessions with Staff
- Alert Staff to any problems with students or breach of SAI guidelines for responsible behavior
- Embrace the mission, values, and goals of 10,000 Degrees
- Commitment to abiding by and modeling the SAI guidelines for responsible behavior and delivery of excellent service to others.

Job Requirements:

- Demonstrated leadership
- Experience with the Summer Application Institute or equivalent experience with the college application and financial aid process as a current student or recent graduate
- Ability to work with diverse communities and in a team environment