



GUARDIAN SCHOLARS

PROGRAM

GUARDIAN SCHOLARS
16007 CRENSHAW BLVD.
TORRANCE, CA 90506
(310) 660-3593 | elcamino.edu

Title: Guardian Scholars Academic Success Coach

Division: Student Support Services

Department: EOPS/CARE, CalWORKs & Guardian Scholars

Program Information: The El Camino College Guardian Scholars Program creates a welcoming and supportive environment for current and former foster youth. Our goal is to empower students to reach their full potential and achieve their academic, personal, and career goals. Guardian Scholars promotes self-advocacy by establishing meaningful connections and a support network within the El Camino College campus community.

Job Responsibilities & Duties: Under the supervision of the Guardian Scholars Coordinator;

- Assists students in developing self-efficacy by identifying and overcoming obstacles that may be impeding academic success; works with students to learn strong time management and organization skills; motivates students to practice self-regulation and take ownership of their academic success
- Conducts academic coaching, which includes tutoring, through individual or group sessions that help students assess their own performance and develop skills and academic success plans
- Assists students with instructional technology, including Microsoft Office software and internet
- Serves as an advocate for students on campus and with the Department of Children and Family Services
- Assists students in navigating El Camino College and accessing resources
- Fosters persistence and completion by maintaining a caseload of Guardian Scholars students
- Reviews student files each semester to see if education plan is up-to-date, required documents have been submitted, and to check student progress
- Assist with events such as the Guardian Scholars Link Up events, Collaborative Meetings, Workshops and special projects as needed
- Supports with the daily activities of the program
- Provides information regarding admission requirements and program benefits to prospective students and the community via phone, email, and in-person: follows up as appropriate
- Performs related duties as assigned

Qualifications: Must be a graduate student in a counseling, social work, or related field.

Desirable qualifications: At least two years of experience working with underrepresented students, preferably foster youth, in higher education.

Required Hours: Hours may vary. Applicant must be available to work a minimum of 3 hours per shift; 20-24 hours per week between the hours of 8:00 a.m. and 5:00 p.m. Special events may require other times.

Compensation: Temporary Non-Classified (TNC-IV)- \$16-\$17/hr

Application Information: Please submit resume and completed application to Keiana Daniel, Guardian Scholars Program Coordinator, via email at kedaniel@elcamino.edu.
Expected start date of position: January/February 2020.

Deadline: Resume and application must be submitted by December 12, 2019 at noon.



El Camino College
Guardian Scholars Employment Application

Name _____ Position you are applying for: **Academic Success Coach**
(Last Name, First Name M.I.)

Street Address _____ City _____ Zip Code _____

Telephone Number _____ E-Mail Address _____

Educational Background

Education	Name of School	Degree/Grad Date	Grade Point Average
High School			
College/University			
College/University			
College/University			

Work/Volunteer Experience (List more recent experience first)

Organization	Job Description/Responsibilities	Date	Reason for Leaving
Employer: Phone: Supervisor:			
Employer: Phone: Supervisor:			

Please note any experience working with foster youth or students who are challenged by language, social, economic, and educational disadvantages. Also, include any experience providing academic support or tutoring to students.

Please list three professional references:

Last Name, First	Job Title	Company/Organization	Phone/Email

Work Availability (Please enter times you are available to work)

Monday	Tuesday	Wednesday	Thursday	Friday

Who should we contact in case of an emergency?

Name _____ Relationship _____ Phone _____

Applicant Signature _____ Date _____