



USC University of
Southern California

USC Upward Bound

Hiring Senior Students Assistant for 2021-2022 academic year!

Program Dates: September 2021- June 2022

The Upward Bound Virtual Summer Program is an online academic experience for high school students from 5 LAUSD high schools. The purpose of the program is to assist first-generation, college-bound high school students to prepare and succeed in postsecondary education by introducing them to college credit courses.

Upward Bound is looking to hire a **Senior Students Assistant** for the 2021-2021 academic year. The Senior Student Assistant will work with high school seniors (Class of 2022) starting from late September/early October and will work closely with the USC UB staff (coordinators & advisors). Primary duties for this position will focus on providing support to program staff to ensure program seniors successfully complete and submit college applications for the 2022-2023 academic year. During the fall semester, the Senior Student Assistant will support students in completing and submitting college applications, FAFSA applications, signing up for college entrance exams, complete and submit scholarships. In the spring, the assistant will support students in submitting scholarships, managing admission decisions and additional application requirements, reviewing financial aid packages, and assist students in preparing to transition to their first year of college. **This is a good opportunity to complete fieldwork hours if desired.**

Responsibilities

- Work closely (shadow) program staff in advising high school seniors
- Visit partner high schools with team members twice a week
- Assist during virtual Senior Seminar to provide support to 50-60 seniors
- Review/provide feedback to student essays (scholarships/college admissions essays)
- Guide students through FAFSA applications
- Assist students in submission of official transcripts and other required documents
- Planning and implementing workshops related to college application process

Qualifications

- Must be a current USC Master's student (Counseling degree in progress preferred)
- Must enjoy working with high school-aged students from minoritized backgrounds
- Must be available for 2 high school visits weekly (Tues-Thurs, 8:30 a.m.- 12:00 p.m.) and Saturdays from 9:00-12:00 p.m.
- Pass a background check that will be conducted

Please Note: This position requires in-person and virtual activities

Starting Rate: \$18/hour (up to 20 hrs. per week)

How to Apply:

Candidates should submit a resume and cover letter by September 15, 2021 to Orilly Solis at osolis@usc.edu.

