

Student Program Mentor Position with USC TRIO Educational Talent Search (ETS) Program

(Multiple Positions Available for 2021-2022)

Employment Opportunity: USC TRiO Educational Talent Search (ETS) - A 100% federally funded college access program dedicated to help first-generation and low-income high school students attend college/university

Job Description:

Student Program Mentors will be assigned to a local high school in Central or South Central or Downtown Los Angeles areas and will have the following responsibilities:

- Assists the ETS Academic Advisor with providing one on one and group academic and career advisement to ETS students
- Assists the ETS Academic Advisor with guiding students with college, FAFSA, and scholarship applications
- Assists the ETS Academic Advisor in recruitment of participants, the implementation and design of workshops and other activities at the designated school sites
- Collaborate with school counselors, college counselors, and administrators at assigned sites to effectively execute the program's and school's objectives
- Assists ETS staff during college tours, cultural, and educational field trips
- Assists ETS staff with administrative tasks (i.e., participant documentation in compliance to grant requirements and objectives)

Qualifications:

- Must be a current USC undergraduate or graduate student; preferably pursuing a major within Education, Counseling, Social Work or related fields
- Must have reliable transportation to access assigned school sites
- Must be available 20 hours/week; Mondays-Fridays during school hours (830AM-330PM); possible Saturdays may be required
- High interest in K-12, higher education, and serving first-generation and low-income students
- Experience with tutoring 9th-12th graders in the STEM subjects is a plus
- Work-study preferred but not required

Pay rate: \$15/hour

For all inquiries: Please reach out to ETS Program Director, Judy Fillarca at fillarca@usc.edu

To apply: Visit the official USC Careers Website (<https://careers.usc.edu/>) under ConnectSC, and search for "USC TRIO Educational Talent Search- Student Program Mentor" Job ID # 240822