



Bovard Scholars Classroom Support Coordinator
Bovard College
Los Angeles, California

The USC Bovard Scholars program aims to help high-achieving high school students with financial need gain admission to and succeed at the nation's top universities. Scholars will receive admission and financial aid guidance, personalized career exploration opportunities, comprehensive test preparation, and leadership development. Many of our students will be the first in their families to attend college. The program includes a three-week summer intensive experience in July on USC's campus at no cost to the students.

USC Bovard Scholars is seeking early-career college counselors or high school teachers looking for a summer program that will be meaningful and rewarding. Candidates should have experience supporting diverse and economically disadvantaged students within an academic environment. The ideal candidates will have experience working with high school students, strong writing and public speaking skills, a capacity for engaging students in the classroom, and a passion for expanding student access and academic opportunity.

The Bovard Scholars Classroom Support Coordinators will each be responsible for supporting the delivery of the program curriculum to a group of 10-12 students during the three-week summer session. Each Classroom Support Coordinator will be paired with an Admissions Coach with years of expertise in supporting high school students through the college admissions process. The Coordinator and Coach pair will work together to determine how to manage their time with students. Additionally, they will work individually with each student to help identify best-fit colleges, review college application essays, discuss career interests, teach college knowledge, and provide support and encouragement throughout the college application process. Coordinators will also assist with program coordination and administrative tasks, as assigned. The position begins a week prior to the program start date for training.

Time Commitment:

Summer Intensive Program: July 10-28, 2023 (40 hours per week)

Typically, 8:30am-5:00pm with possible evening or weekend hours to attend events and field trips, if interested.

In addition to the summer session (July 10-28, 2023), this role includes:

- Remote Staff Training: one week prior to summer intensive program
- Self-Study: 3-5 hours per week for three weeks in June

The hourly rate for this position is **\$25.00**. When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate's work experience, education/training, key skills, internal peer equity, federal, state, and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations.



Required Qualifications:

- Bachelor's degree
- Minimum of one year of experience in a counseling, educational, youth development, or other relevant setting required
- Experience working with low-income students and families
- Superior writing and communication skills
- Ability to understand the unique social-emotional needs of individual students
- Demonstrated cultural awareness and competency
- Ability to adjust to changing priorities and perform well under pressure
- Demonstrated organization skills, attention to detail, and ability to work both independently and as part of a team

Preferred Qualifications:

- Knowledge of colleges, their academic programs, admission policies, and financial aid policies and procedures

The Application Process

- Submit application directly on USC Careers:
<https://usc.wd5.myworkdayjobs.com/ExternalUSCCareers/job/Los-Angeles-CA---University-Park-Campus/Bovard-Scholars-Classroom-Support-Coordinator--Resource-Employee-REQ20126692>
- (REQ20126692 on <https://usccareers.usc.edu/>)