

POSITION DESCRIPTION ACADEMIC ADVISOR

Position Summary:

Under the general direction of the Academic Director, the Academic Advisor will be responsible for providing year-round academic advising support to a caseload of up to 80 high school students in grades 9-12. The Academic Advisor will directly support students in individual advising, post-secondary workshops, applying for scholarships, developing individual academic plans, leading specific events, and is the main liaison for high school programming.

The Academic Advisor must be highly collaborative, an effective communicator, detail-oriented, a good listener, and maintain a friendly, outgoing demeanor to all stakeholders. The Academic Advisor position requires independent thought and discretion, as well as the ability to assess situations, their importance and impact to families, students, and programs.

Reports To: Academic Director

Classification: Certificated, Administrative: Non-Exempt

Status: Salary, Full-time

Length of Work Year: 12 months

Schedule: Hybrid availability, flexible schedule, Monday-Friday (services are provided after-school, therefore the Academic Advisor works during the evening)

Compensation: \$55,000

Benefits: ASB provides a quality benefits package including health, dental, PTO, and 401k match.

Essential Job Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. Evening and weekend work required as determined by operational needs or as assigned.

General Program Administrative Support

- Assist Academic Director in attendance management, tracking GPA's, inputting report card data, parent/student conferences, meetings, and workshops

- Assist the Academic Director, Dance Program Director, Family Services Manager and other staff members in the planning and execution of A Step Beyond's programs that impact all departments including Assessments, Registration, Auditions, Concerts, and special events
- Keep accurate records and prepare written reports as required by other departments
- Work as part of a team and be flexible and willing to perform other duties as appropriate to meet goals and objectives
- Attend staff, team and student update meetings

Individual Student Support

- Counsel, advise and match students to scholarship opportunities
- Maintain detailed, accurate student records, metrics, and outcomes for each student
- Create student support plans when necessary
- Oversee and support high school students in meeting academic program expectations (GPA minimum, A-G requirements and active participation in workshops)
- Meet with high school students for academic check-ins
- Oversee the high school transition process
- Teach the Senior Seminar class
- Monitor, communicate with and provide two academic check-ins annually to ASB graduates

Student Engagement

- Lead and/or invite community partners to host post-secondary and financial literacy workshops
- Plan College Tour Overnight Experience
- Plan 9th grade Community College Tours
- Design mentorship and stipend internship opportunities
- Support College and Career Coordinator in the planning of the College and Career Fair

Family Engagement

- Organize opportunities and/or meetings to communicate with families on their child's academic progress
- Support Academic Director in the planning of educational workshops for families

Required Education, Skills and Licensures:

- Master's degree from an accredited college or university with major course work in Academic Counseling, or a closely related field **OR** Bachelor's degree in a closely related field and 2+ years of academic school support or professional experience in school, or similar academic setting
- Bilingual in Spanish is required
- Proven success in student support and management in an academic setting
- Knowledge and understanding of the academic requirements to apply to college and the college application process
- Effective group management and presentation skills that promote positive interactions with students, families, and other stakeholders
- Adaptable and able to manage multiple objectives at one time
- Effective organization skills and attention to detail
- Ability to pass criminal background check



Position Interactions: Internally the Academic Advisor interacts with the students, parents, program providers and all institutional directors and staff. Externally, the Academic Advisor serves as a liaison to other outside organizations including participating schools, and will periodically speak with our donorbase.

American With Disabilities Act Assessment: Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Frequently
Squat: Frequently
Crawl: Occasionally
Climb: Not applicable
Kneel: Frequently
Handle Objects: Frequently
Push/Pull: Frequently
Reach Above Shoulder Level: Frequently
Sit: Frequently
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Frequently
Carry/Lift loads between 25-50 lbs: Frequently
Carry/Lift Loads over 50 Pounds: Occasionally
Read/Comprehend: Frequently
Write: Frequently
Perform Calculations: Frequently
Communicate Orally: Frequently
Reason and Analyze: Frequently
Chemical/Biological Agent: Not applicable
Construction Activities: Not applicable
Contact with Water/Liquids: Not applicable
Drive Motorized Equipment: Not applicable
Confined Spaces: Not applicable
Elevated Work Location: Not applicable
Radioactive Materials: Not applicable
Temperature Variations: Not applicable
Gas System: Not applicable

How to Apply: Submit a resume, cover letter and 2 letters of recommendation to bzuniga@a-step-beyond.org with the name of the position in the subject line.