



Position: Academic Advisors (Summer 2008)

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| DEPARTMENT: | Upward Bound Project |
| IMMEDIATE SUPERVISOR: | Summer Academy Coordinator |
| POSTING DATE: | April 2, 2008 |
| CLOSING DATE: | Open Until Filled – Priority Deadline, April 30, 2008 |
| SALARY: | \$2,000 |
| APPOINTMENT: | June 23 – August 1, 2008 Training Dates: June 9 – June 11, 2008, 9:00 a.m. – 5:00 p.m. Program Dates: June 23 – July 11, 2008, Monday – Friday, Commuter July 12 – July 31, 2008, Sunday – Friday, Residential |
| HOURS: | June 23 – June 11, 2008: M, 8:00 a.m. – 8:00 p.m. & T-F, 8:00 a.m. – 5:30 p.m. July 12 – August 1, 2008: Sun. 12:00 p.m. through Fri. 6:00 p.m. *Academy advisors reside at the SJSU dormitories Sunday through Friday |

GENERAL NATURE OF PROGRAM:

The SJSU Upward Bound Project Summer Literacy and Accelerated Mathematics (**SLAM**) Academy is an intense, exciting, fast-paced six-week SJSU program which offers low-income, potential first generation college students the opportunity to experience living on a university campus while taking a college prep class for high school credit. The Academy is seeking **HIGH ENERGY AND MATURE DECISION-MAKING** advisors. Academy Advisors must be proficient in high school Algebra, Geometry, Algebra II or Math Analysis in order to carry out academic responsibilities. He/she must also be sensitive to the needs of low-income, underrepresented high school students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Live in a SJSU resident hall (July 12 – July 31, 2008).
- Provide **24-hour** student supervision (Sunday – Friday).
- Enforce all program rules and regulations.
- Attend all class sessions and provide academic support in the classroom.
- Inform tutors of homework assignments and classroom activities.
- Oversee Tutorial and Collaborative Learning session.
- Respond to the academic needs of students in mathematics.
- Review student's academic progress in class and complete progress reports.
- Maintain teamwork between students and staff.
- Implements and participate in recreational activities.
- Attend staff meetings.
- Submit a weekly report.
- Provide support during events, activities and workshops.
- Assist with monitoring of meals.
- Serve as mentor by exhibiting proper behavior and promoting high academic goal setting.

INTERPERSONAL CONTACTS:

- Reports to Instructor and Academy Coordinator.
- Interacts daily with SLAM Academy staff, student and SJSU staff.

QUALIFICATIONS:

1. Education and Experience:

- Must have completed 2 years of college **or** 1 year of college with 1-year experience working with youth.
- Proficient in high school Algebra, Geometry, Algebra II or Math Analysis.
- Must successfully complete an entrance examination in subject area(s).
- Ability to motivate and relate to underrepresented groups.

2. Knowledge, Skills, Abilities Required

- Demonstrated effectiveness in both oral and written communication skills.
- Possesses strong analytical, organizational, and planning skills.
- Knowledge of the current youth trend needs.
- Knowledge of First Aid/CPR.
- Knowledge of and commitment to the goals of the Upward Bound Project and the participants it serves.
- Ability to motivate and related to high school students.

3. Physical Requirements

- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate office equipment.
- Must be able to use telephone hand and / or headset.
- Must be able to navigate uneven surfaces.

4. Complexity of Duties

- Work on a variety of problems of moderate scope where analysis of data or solutions requires an evaluation of factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- Work without appreciable direction on assigned projects/ programs.
- Work has high impact on department's ability to provide effective customer service and ability to meet multiple deadlines.

NOTE:

Applicant must be able to pass a background investigation, including fingerprinting.

APPLICATION PROCEDURE:

Interested candidates should submit a letter of interest and resume to:

San Jose State University Foundation

Attn: HR/Job Code #####

P.O. Box 720130

San Jose, CA 95172-0130

E-mail: jobs@foundation.sjsu.edu

*** All applicants invited to interview will be required to complete an application.**

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