



College Advisor Aide

Upward Bound

Fall 2024 - Spring 2025

Duties/Responsibilities:

1. Provide administrative support to Upward Bound staff (making copies/constructing and organizing documents and files/helping with supplies and ordering, etc.)
2. Staff the Office during the work week day
3. Lead Workshops during Saturday Sessions
4. Provide logistical support for events
5. Help supervise and monitor student behavior during events and trips
6. Help mentor students
7. Other duties as assigned

Qualifications:

- Must have experience facilitating group activities and workshops.
- Strong interpersonal and time management skills.
- Ability to work with a culturally diverse population.
- Proficient in Microsoft applications including Word, Excel & PowerPoint.
- Demonstrated initiative, teamwork, creativity, flexibility and follow-through with strong organizational skills.
- Bilingual in Spanish a plus.

Start date: August 19, 2024

End date: May 10, 2025

Work Schedule: Monday, Wednesday, Friday 12 pm - 3 pm Select Saturdays 9am - 1pm

Hours Per Week: 10 hours per week

Starting pay rate: \$17.28 per hour

Work Award: No

To apply, please submit student employment [application](#) to lopezo@oxy.edu