

**Office of the Vice Chancellor, Student Affairs
UCLA Early Academic Outreach Programs**

Job Title: Antelope Valley Bruin Advisor
Payrate: \$10/hr

Job Description

The UCLA Early Academic Outreach Programs (**EAOPPrograms**) are designed to help students from educationally and economically disadvantaged backgrounds prepare to be admissible to college. The mission of EAOP is to help students achieve UC eligibility and competitive eligibility by successfully completing the UC A-G requirements and college entrance examinations. *Under the direct supervision of the EAOP Antelope Valley Site Coordinator, Bruin Advisors work at assigned high schools or community organizations located in the Antelope Valley including Palmdale, Littlerock, Antelope Valley, Lancaster, Quartz Hills, Highland High, Pete Knight and Eastside High Schools and Antelope Valley College assisting with the implementation of EAOP services.* Specific duties will include conducting college academic advising, demographic and academic data collection, role model presentations, participating in classroom and large assembly presentations to students and parents, participating in special EAOP workshops and meetings in the evening and some weekends. Bruin Advisors will be required to learn and know UC admission requirements, financial aid resources, and college entrance exams. Bruin Advisors must attend required staff meetings, training sessions, complete monthly reports when necessary and other duties as assigned.

Qualifications

Must have reliable transportation; *mileage reimbursement possible*, work study preferred and must be able to work some Saturdays and evenings. Must be available at least twice a month 5-8 hours, between 7:30am-3:30pm. Applicant must have interpersonal skills necessary to work with students in grades 9-12, counselors, school administrators and parents. Experience in working with a diverse population preferred and familiarity with the Antelope Valley desirable. Bilingual (Spanish/English) is a plus. Flexible class schedule needed.

All interested applicants, please pick up an application at:

UCLA Early Academic Outreach Programs Office
Student Activities Center Building Room B-10
Office Hours: Monday thru Friday from 8am to 5pm

If you have any questions, please contact:

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