

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

**Job Title:** Bruin Advisor  
**Pay Rate:** \$10.30 per hour  
**Work Hours:** 10-19 hours per week

**Job Description**

The UCLA Early Academic Outreach Programs are designed to help students from educationally and economically disadvantaged backgrounds prepare for college admission. The mission of EAOP is to help students achieve UC eligibility and competitively eligibility by successfully completing the UC A-G requirements and college entrance examinations. Under the direct supervision of full time EAOP staff, Bruin Advisers work at assigned sites including high school, middle school or community organization located in East LA, South LA, West LA, Pasadena or the San Fernando Valley. Specific duties will include assisting with the implementation of EAOP services, 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 Advisers will be required to learn and know UC admission requirements, financial aid resources, and college entrance exams. Bruin Advisers must attend required staff meetings, training sessions, complete monthly reports when necessary and other duties as assigned.

**Qualification**

Must have reliable transportation. *Work study preferred.* Must be able to work some Saturday events and evenings. Applicant must have interpersonal skills necessary to work with students in grades 6-12, counselors, school administrators and parents. Experience in working with a diverse population preferred. 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  
Contact Person: Maria Wilcox  
Phone: (310) 825-4496  
Email: [mwilcox@saonet.ucla.edu](mailto:mwilcox@saonet.ucla.edu)