

Position Title: Academic Advisor

Reports To: Education Director

Compensation: Full-time. Competitive, commensurate with experience. Full benefits.

About Youth Uprising

In just a few years since its opening in 2005, Youth Uprising (YU) has gone from a barebones operation to a bustling, 25,000-square-foot, high-tech youth leadership development center.

YU serves Alameda County residents between the ages of 13 and 24 – primarily youth of color from low-income neighborhoods in East Oakland where the center is located. Through innovative, culturally relevant programming in the areas of Media and Performing Arts, Education and Career Development, Social Enterprise, Peace Making, and Health and Wellness, YU attracts an astounding and ever-expanding membership of over 4000 youth.

YU envisions community transformation driven by investments in youth and young adults that result in the personal, social and economic transformation of all residents.

YU exists to build healthy, economically robust communities in East Oakland and the surrounding county, creating social change by harnessing the leadership of young people through consciousness raising, personal transformation, hard skill cultivation and leadership development.

For more information about Youth Uprising go to: www.youthuprising.org

Academic Advisor - Position Summary

Youth Uprising seeks a focused, high-energy Academic Advisor with a solid mathematics and science background and evidenced experience in transforming the lives of at-risk youth. Successful candidates will be self-motivated and have the ability to work effectively within a context that requires flexibility, a sense of humor and capacity to flourish in a fast-paced, deadline-driven environment. This position requires someone whose passion for Youth Uprising's vision is matched with great counseling skills, strong organizational skills and the ability to motivate others to ensure their academic success.

Primary Responsibilities

COUNSEL - Provide academic counseling and support to youth members ages 13-24. Develop individualized goal plans for referred youth. Develop education goals with the participants based on their skills, interests and other relevant factors.

LEAD - Facilitate orientations, activities and workshops on: A-G High School Requirements, SAT/ACT testing, financial aid and scholarships, college application process and special events as assigned.

MOTIVATE - Creatively and innovatively motivate youth whom have lost interest in their academic journey. Engage in development, implementation, and execution strategies to support them in advancing their own educational outcomes.

COLLABORATE INTERNALLY - Work with a team of case managers and other staff to ensure youth participation/ retention success. Participate in staff meetings and department meetings. Collaborate with local high school to assist with support and supplementation with STEM (The Science Technology, Engineering, and Mathematics Education) outcomes. Maintain updated listing of education programs and service partners.

COLLABORATE EXTERNALLY - Work with local high school(s) to assist with support and supplementation with STEM (Science Technology, Engineering, and Mathematics Education) outcomes. Maintain updated listing of education programs and service partners.

ACHIEVE OUTCOMES - Achieve youth movement specifically in enrolling, improving and achieving in, or graduating from an educational institution.

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ASSESS - Conduct initial assessments of youth's academic status. Meet with members at regular intervals to assess their educational progress.

ADVOCATE - Advocate for youth at teacher meetings and other contexts as appropriate.

ADVISE - Assist members with the selection of college, vocational or additional training and the application process.

TRACK - Maintain files and diligently keep records on each participant as they enter and progress through the academic enrichment process.

REPORT - Create monthly program updates and program reports on a quarterly basis.

INNOVATE - Work closely with Education Director to research and adopt industry's best practices; stay on the cutting edge of academic trends.

OTHER DUTIES - Complete other duties as assigned by Education Director or CEO.

Qualification and Competency Requirements

Positional Competencies – required for our Career and Education Director

- **ADVANCED ACADEMIC EXPERIENCE or WORK EQUIVALENT** - BA degree and/or three years equivalent direct work experience.
- **“STEM” SKILLS** - Solid mathematics and science background, with the ability to contextualize subject matters.
- **STRONG COMMUNICATION SKILLS** – Excellent oral and written communication skills including the demonstrated ability to research, assimilate and analyze information, compose documents, and present data in a clear and concise manner to appropriate personnel.
- **YOUTH LEADERSHIP DEVELOPMENT EXPERIENCE** – Ability to provide concrete evidence demonstrating success in achieving life changing movement with at-risk youth. Cultural competency in working with a diverse group of young people. Proven ability to foster positive adult/youth relationships for mentoring and guidance. Demonstrated commitment to social justice and youth movements.
- **AVAILABILITY** for occasional evening and weekend work.
- **BILINGUAL** is a plus.

Managerial Competencies – required at YU for those who manage others

- **LEADERSHIP** - Visionary • Articulates goals and objectives and their value • Acts as a positive catalyst for change • Models desired behaviors • Able to inspire and organize others • Builds on strengths and facilitates growth in areas of weakness • Seeks input, assesses risks and makes decisions • Problem-solving approach to challenges •
- **PATIENCE** - Able to maintain composure and endure under difficult circumstances • Compassionate, especially regarding long-term challenges • Able to withhold judgment/conclusion and take time to inquire into the causes of a situation • Able to manage expectations and measure success over the long-haul •
- **INSIGHT/DISCERNMENT** - Able to acutely observe and insightfully perceive a situation and/or character • Emotionally intelligent and able to reflect on feelings, motives and needs • Demonstrates good instincts regarding long-term impact and implications •
- **PROFESSIONALISM** - Adheres to the highest ethical and organizational standards • Best-practice approach to work • Dependability, rooted in a reliable continuity of presence, principles and actions • Continuously seeks excellence in what we do and how we do it •
- **SENSE OF HUMOR** - Able to be real • Able to see the lighter side of difficult situations • Ready to laugh •

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- **MOTIVATIONAL POWER** - Able to articulate goals, build excitement and motivate others to do their best • Able to move people beyond their comfort zone and inspire them to take strategic risks • Elicits other people's realization of their maximum potential • Motivates people to be phenomenal team members • Instills a sense of ownership and investment in the larger vision • Delegates and builds the leadership of others • Inspires others to go 'over and above' and feel good about it •

Core Competencies - required of all staff for successful performance at YU.

- **HIGH PERFORMANCE** - Strong work ethic • Results oriented • High energy • High integrity • Reliability • Committed to Excellence • Takes initiative and gets things done • Demonstrated success in an entrepreneurial setting, with the ability to think strategically while executing tactically within a resource-constrained environment.
- **ORGANIZATIONAL SKILLS** - Detail oriented • Tracks results • Demonstrates good work habits • Effectively uses their and other people's time • Comes to tasks/meetings well prepared • Has basic computer skills • Develops efficient systems, processes and tools •
- **FLEXIBILITY** - Adapts to new information or circumstances • Willing to wear many 'hats' to get the job done • Creative in troubleshooting and finding solutions • Able to flourish in a fluid environment •
- **POSTITIVE ATTITUDE** - Able to maintain composure, hope and a sense of humor amid challenges • Able to remain positive and see solutions among difficult issues • Stamina • Able to manage and diffuse stress •
- **SOCIAL SKILLS** - Able to work with a variety of people • Able to communicate with respect and clarity • Open to different viewpoints • Able to disagree without animosity • Self-aware • Compassionate • Collaborative • Able to give and receive candid feedback • A role model •
- **CRITICAL THINKING** - Thinks interdependently, framing the goals of one department/project within the entire vision • Sees current issues and challenges within a broad framework • Makes decisions that have the greatest long and short term positive impact • Thinks 'outside the box' – beyond given paradigms • Able to access resources (money, people) to advance solutions • Able to reflect on and improve both content and delivery • Open to developing awareness of the structural factors (socioeconomic context) impacting our communities •

Start Date: ASAP. Applications accepted until position is filled.

Compensation: Competitive, commensurate with experience. Full benefits package.

How to Apply: Email resume and cover letter with recent salaries to jobs@youthuprising.org. Include "AA – [Your Name]" in the subject line.

Youth Uprising is an Equal Opportunity Employer that strives to reflect the diverse community it serves.