



Job Description Template

Date:	2014
Current Incumbent:	
Unit/Division:	Educational Partnership Center (EPC)
Current Payroll Title:	Assistant Four (4)
Current Working Title:	Family Involvement Intern
Supervisor:	(Insert Region/Program) Family Involvement Coordinator
Approved Payroll Title: (To be completed by SHR)	

Summary Statement:

The GEAR UP project serves under-represented, low income students from Pajaro Valley and South Monterey Counties with the goal of increasing their rate of participation in post-secondary education.

Under general supervision of the Family Involvement Coordinator (FIC), the incumbent will work with parents and families to promote a college going culture at assigned secondary school site. The incumbent will assist the FIC in a variety of tasks ranging from meeting planning, workshop facilitation, and field trip coordination of parent oriented programs. In addition to working with families at school site, incumbent will also assist the FIC and or Parent Leaders in conducting home visits.

Supervision Received: Indicate one type of supervision the incumbent will receive. The 5 Supervision types are:

- Close Supervision: The incumbent is assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
- Supervision: The incumbent performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
- General Supervision: The incumbent normally receives little instruction on day-to-day work and receives general instructions on new assignments.
- Direction: The incumbent establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
- General Direction: The incumbent exercises wide latitude in determining objectives and approaches to critical assignments.

Supervision Given:

Payroll Titles of Career Employees Supervised:	Number of Employees:

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Core Functions/Duties: List 4-6 Core Functions of the position along with the Duties and responsibilities within each Core Function. List highest % first, exclude any bullets, and make sure functions & duties add up to 100%.

% of Time	Essential or Marginal	Core Functions/Duties
30%	Essential	<p>Core Function: Administrative Support</p> <p>Assist in the set-up and clean-up of events, programs, and workshops</p> <p>Make copies and prepare outreach material for distribution to program participants</p> <p>Make needed trips to vendors such as COSTCO or La Plaza for meeting and or workshop necessities</p> <p>Extract needed information from various parent surveys</p> <p>Prepare informational mailers</p> <p>Support career staff at major events as needed</p>
25%	Essential	<p>Core Function: Communication</p> <p>Meet with Family Involvement Coordinator as required to discuss, plan, coordinate, program events</p> <p>Keep in communication with program participants regarding any upcoming events, application deadlines, or meetings</p> <p>Regularly communicate with Academic Intern Coordinator regarding participation in trainings and or Intern meetings</p> <p>Must be punctual, dependable, professional, and communicate any absences to FIC well in advance</p>
25%	Essential	<p>Core Function: Parent Advising</p> <p>Assist in preparing college awareness workshops such topics as A-G college requirements, financial aid options, IAP's, and study skills as defined by the FIC</p> <p>Assist in providing academic, career, college advisement to program participants</p> <p>Assist Parent Leaders and or FIC in providing college awareness presentations during home visits as necessary</p>

20%	Marginal	<p>Core Function: Facilitation</p> <p>Assist FIC in facilitation of workshops to program participants on topics such as college admission requirements and college application completion</p> <p>Accompany FIC and program participants on field trips</p>

Qualifications/Competencies: List required Qualifications/Competencies first.

Required	Qualifications/Competencies
	Must be an undergraduate student at an institution of higher education
	The ability to communicate effectively and respectfully with people from different racial, ethnic, and cultural backgrounds and lifestyles, demonstrating sensitivity to their needs
	Experience and discretion in handling confidential and sensitive information
	Strong organizational and time management skills
	Work independently with minimal supervision and establish and maintain effective work relationships within EPC and school site
	Strong organizational and time management skills
	Ability to accurately follow oral and written instructions and ask clarifying questions
	Ability to work a minimum of 15 hours per week, M-F and some evenings and weekends
	Basic knowledge and understanding of computer technology.
	Must be able to communicate in English and Spanish
	Maintain good academic standing

Preferred

Qualifications/Competencies

	Possess experience working in an educational setting or involvement with one of the following programs: AVID, MESA, GEAR UP, or EAOP
	Familiarity working with parents and families

Special Conditions of Employment (e.g. background check, physical or environmental requirements, irregular work schedule, required license or certification)

- Will be required to fulfill fingerprinting process requirements in working school district
- Will be required to provide documentation of having been TB tested within the last two years or have a TB test completed before date of hire and show verification to supervisor and school district
- Must have valid transportation to travel to and from school sites and to ensure consistent attendance
- Must have a functional and accessible e-mail address

All UCSC employees must know and follow job safety procedures, attend required health and safety training, proactively promote safety at work, and promptly report actual and potential accidents and injuries.

Employee Signature: _____
 Supervisor Signature: _____
 Department Signature: _____

Date: _____
 Date: _____
 Date: _____

