



## Job Description Template

Date:	2014
Current Incumbent:	ER#7651
Unit/Division:	Educational Partnership Center (EPC)
Current Payroll Title:	Assistant Four (4)
Current Working Title:	<b>Lead Family Involvement Intern</b>
Supervisor:	PV Region Family Involvement Coordinator
Approved Payroll Title: (To be completed by SHR)	

**Summary Statement:** Summarize the main responsibilities for the position.

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

Under the general supervision of the Family Involvement Coordinator (FIC), the Lead Family Involvement Coordinator Intern (Lead FIC Intern) will work with FIC Interns and families to promote a college going culture at assigned school sites. In addition to the regular FIC Intern responsibilities, the incumbent will be responsible for monitoring the accuracy and completeness of parent advising sessions, lead recruitment efforts through parent phone calls, FIC Intern schedule management, and FIC data base management. The Lead FIC Intern will serve as a go-between FICs, FIC Interns and Academic Intern Coordinators (AIC). The FIC Lead Intern will serve as a coach to FICs and will be responsible for conducting monthly check-ins regarding FIC Intern performance. They will also distribute and collect yearly evaluation documents on each Intern. In general, they will communicate with the FIC and AIC on matters of Intern performance, observed training needs as well as sharing best practices with other Interns. The Lead FIC Intern will also be responsible for assisting the AIC in onboarding new FIC hires as well as their initial training. Some Leads will be asked to facilitate or co-facilitate monthly training for new or currently employed interns.

**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
40%	Essential	<p><b>Core Function: Administrative Support</b></p> <p>Create, maintain, and distribute accurate FIC Intern schedules</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>Apply Advising strategies learned in trainings</p>
30%	Essential	<p><b>Core Function: Communication</b></p> <p>Coach up to 6 FIC Interns and provide direction when supervisor is not present</p> <p>Distribute, review and collect mid-year and/or end of year evaluations from FIC</p> <p>Conduit of information, feedback and communication from Academic Intern Coordinator to Interns and Academic Intern and Family Involvement Coordinator</p> <p>Conduct monthly check-in sessions with FIC supported by an FIC Intern to obtain feedback on Intern performance, timeliness, observed training needs as well as Intern strengths</p> <p>Facilitate workshops to program participants on topics related to academic success,</p>

		<p>time management and study skills, college admission requirements, college application completion and leadership</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> <p>Meet with College Facilitator as required/needed to discuss, plan and coordinate tutoring, advising and other responsibilities or projects</p> <p>Chaperone field trips as needed</p> <p>Regularly communicate with Academic Intern Coordinator regarding schedule changes as well as participation in trainings and meetings</p>
25%	<b>Essential</b>	<p><b>Core Function: Parent Advising</b></p> <p>Shadow FIC Interns for parent advising accuracy</p> <p>Assist Parents and students in completing college applications and Financial Aid and Scholarship forms</p> <p>Update and maintain caseload files accordingly</p> <p>Assist FIC in providing program participants with academic enrichment workshops such as study skills, time management, leadership, and postsecondary opportunities.</p> <p>Assist Parent Leaders and or FIC in providing college awareness presentations during home visits as necessary</p>
5%	<b>Marginal</b>	<p><b>Core Function: Facilitation</b></p> <p>Assist with onboarding of new FIC hires including paperwork, training, and orientation of on-line tools such as CruzPay, Cruztime, and email.</p> <p>Lead recruitment efforts via phone</p>

		<p>Create fliers, event announcement or reminders, or other forms of correspondence to parents</p> <p>Make copies or prepare outreach material for distribution to program participants</p> <p>Support career staff at major events as needed</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>
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**Qualifications/Competencies:** List required Qualifications/Competencies first.

<b>Required</b>	<b>Qualifications/Competencies</b>
	Must have worked with the EPC as an Academic Intern or FIC Intern for a minimum of one year
	Must have received superior marks in teacher check-ins and evaluations as an Intern
	Demonstrated communication skills among peers, colleagues and superiors
	Experience facilitating workshops for students and/or peers; presentation skills
	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.
	Work independently with minimal supervision and establish and maintain effective work relationships within the EPC and school site; work independently or within a team
	Ability to work a minimum of 15 hours per week, M-F and some evenings and weekends
	Prepare and present written and oral information clearly and effectively.
	Working knowledge of computer operating systems (Microsoft Word, Excel, File Maker Pro), peripherals, software, e-mail and Internet access.

	Ability to sit at a desk and use a computer for long periods of time.
	Maintain good academic standing at enrolled institution of higher education; must enroll in 12 units per quarter/semester
	Must possess reliable mode of transportation to school-site and/or program office

**Preferred**

**Qualifications/Competencies**

	Knowledge of academic and college preparation programs such as GEAR UP, EAOP, MESA, AVID or Upward Bound
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**Special Conditions of Employment** (e.g. background check, physical or environmental requirements, irregular work schedule, required license or certification)

- Ability and willingness to work occasional evenings, weekends, and travel within service area, as necessary.
- Ability and willingness to maintain appearance and conduct suitable for working in a professional setting.
- Ability to move materials, weighing up to 25-30 pounds, with or without accommodations.
- Must possess a valid license to drive in the State of California.
- Selected candidate(s) will be required to pass a criminal history background check
- Have the ability to key and work on computer for extended periods with or without accommodation.

**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: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Signature: \_\_\_\_\_

Date: \_\_\_\_\_

