



## Job Description Template

Date:	2014
Current Incumbent:	
Unit/Division:	Educational Partnership Center (EPC)
Current Payroll Title:	Assistant Four (4)
Current Working Title:	<b>Lead Academic Intern</b>
Supervisor:	(Insert Region/Program) College Facilitator
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 College Facilitator, the Lead Academic Intern will provide in-class and after school tutoring to cohort students at assigned secondary school site. In addition to tutoring in and out of the secondary school classroom, Academic Interns assist College Facilitators with a variety of tasks ranging from academic advising and career counseling of program participants and general administrative support in event planning, workshop facilitation, and field trip coordination. In addition, the Lead Academic Interns will serve as a go-between College Facilitators, Academic Interns, Academic Intern Coordinators (AIC) and secondary teachers. Leads will be responsible for conducting monthly teacher check-ins regarding Intern performance. They will also distribute and collect mid-year evaluation documents on each Intern. In general, they will communicate with the College Facilitator and AIC on matters of Intern performance, observed training needs as well as sharing best practices with other Interns. Some Leads will be asked to facilitate or co-facilitate 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: In-class and after school tutoring</b></p> <p>Provide in-class and after school tutoring to program participants in math, English language arts, science and history</p> <p>In-class or after school, facilitate small group tutoring sessions or work with specific students one-on-one</p> <p>Assist classroom teacher in instruction when appropriate</p> <p>Assist classroom teacher in preparing lesson plans when appropriate</p> <p>Apply tutoring strategies learned in quarterly trainings</p>
30%	Essential	<p><b>Core Function: Communication &amp; Facilitation</b></p> <p>Serve as a coach and mentor to Academic Interns at school site</p> <p>Orientate new Academic Interns to school site by introducing office staff and teachers</p> <p>Organize shadowing session for new Interns to help them acclimate to the position</p> <p>Conduit of information, feedback and communication from Academic Intern Coordinator to Interns and Academic Intern and College Facilitator</p> <p>Conduct monthly check-in sessions with teachers supported by an Academic Intern to obtain feedback on Intern performance such as timeliness, effective use of tutor strategies, observed training needs as well as Intern strengths</p> <p>Distribute, review and collect mid-year and/or end of year evaluations from teacher</p>

		<p>Facilitate workshops to program participants on topics related to academic success such as time management and study skills, college admission requirements, college application completion and leadership</p> <p>Communicate with teachers regarding student performance in-class and/or afterschool as well as any changes to agreed upon schedule</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: Academic Advising</b></p> <p>Assist College Facilitator in providing academic and career advising to program participants in small groups or one-on-one</p> <p>Assist student in completing college applications and Financial Aid and Scholarship forms</p> <p>Manage a caseload of students for which incumbent will analyze grades, offer guidance and suggestions on academic deficiencies, and track student progress via appropriate forms</p> <p>Update and maintain student/caseload files accordingly</p> <p>Assist College Facilitator in providing program participants with academic enrichment workshops such as study skills, time management, leadership, and postsecondary opportunities.</p>
5%	<b>Marginal</b>	<p><b>Core Function: Administrative Support</b></p> <p>Create fliers, event announcement or reminders, or other forms of correspondence to students</p> <p>Make copies or prepare outreach material for distribution to program participants</p> <p>Make phone calls to program participants</p> <p>Support career staff at major events as needed</p>

**Qualifications/Competencies:** List required Qualifications/Competencies first.

**Required****Qualifications/Competencies**

	Must have worked with the EPC as an Academic Intern for a minimum of one year
	Must have received superior marks in teacher check-ins and evaluations as an Academic 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
	Prior tutoring experience in math, English language arts, science and history at secondary schools
	Documentation of exemplary completion of math courses through Algebra II and above and four years of high school English
	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 poses reliable mode of transportation to school-site and/or program office

**Preferred**

**Qualifications/Competencies**

	Knowledge or 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: \_\_\_\_\_

