



SteppingUP by OCCHC

College Access Program

Fall 2024 Academic Advisor Internship

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| POSITION TITLE | Academic Advisor- Intern |
| DURATION | Minimum commitment of one semester |
| HOURS | Flexible- availability during after-school hours required 1-2x per week |
| COMPENSATION | \$100 Monthly Stipend |
| OFFICE LOCATION | 501 N Golden Cir Dr, Santa Ana, CA 92705 |
| ADVISING SITES | Huntington Beach or Garden Grove |

SteppingUP's College A Program (CAP) provides low-income, first-generation junior high and high school students with the knowledge and resources to pursue a college education. Academic Advisors carry out this mission by working directly with their own caseload of 4-12 students and providing them with a comprehensive set of services and activities in an effort to generate the skills and motivation necessary to complete and succeed in a program of post-secondary education.

ORIENTATION & WEEKLY TEAM MEETINGS

Participation in this internship requires:

- o Attending weekly team meetings on **Wednesdays** from **12:30pm-2:00pm**
- o Attending in-person orientation on **Wednesday, August 21st**, from **10:00am-5:00pm**

HYBRID FORMAT

- o **ADVISING-** weekly sessions with your students, with a combination of virtual and in-person meetings (in either Garden Grove or Huntington Beach), and a minimum requirement of two in-person sessions per month
- o **WEEKLY TEAM MEETINGS-** first meeting of the month in-person, remaining will be virtual
- o **OTHER DUTIES-** can be completed virtually or in-person

PRIMARY DUTIES

- o Provide academic advising to assigned participants on a weekly basis
- o Cover topics in the areas of college and career readiness and personal development
- o Plan and present relevant curriculum to students in an engaging manner
- o Maintain accurate records of contact and activities with students
- o Participate in training and weekly team meetings
- o Assist with the planning and facilitation of student workshops and activities
- o Refer participants to appropriate resources on an as needed basis

QUALIFICATIONS

- o Intermediate computer skills preferred, specifically in Google Drive and Zoom
- o Possess skills in proper communication etiquette, active listening, and assessment
- o Fluency in verbal Spanish preferred, but not required

If interested, please send your resume to Mayra Escobar at mayra@occhc.org

SteppingUP by OCCHC is an Equal Opportunity Employer

FALL 2024 INTERNSHIP



ACADEMIC ADVISOR

STEPPINGUP COLLEGE ACCESS PROGRAM

WHY INTERN?

- ✓ Empower underserved youth with knowledge & resources
- ✓ Be a positive role model
- ✓ Increase their confidence & motivation
- ✓ Support their educational goals
- ✓ Cultivate a meaningful experience
- ✓ Hybrid position + flexible hours
- ✓ \$100 monthly stipend



ACADEMIC ADVISING

Guide and support low-income, 1st-generation junior and high school students. Manage your own caseload, create meaningful advising sessions, and directly impact your students' educational achievement.

PROFESSIONAL DEVELOPMENT

Participate in training workshops, obtain hands-on experience, and receive ongoing feedback. Excellent opportunity to develop your communication and interpersonal skills.



Advise today,
make a difference
tomorrow

FOLLOW US:



JOIN OUR TEAM

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