

Position Title:

STUDENT ADVOCATE

Position Summary: Provide counseling and consultation with students for personal and social development; assist students in establishing goals for career planning and providing referral assistance for community resources.

DUTIES AND RESPONSIBILITIES:

- Provide regular guidance with educational goals and development of career plans for adult learners
- Works in tandem with instructors and other staff to ensure student progress toward completion
- Initiate and propel career guidance, counseling and job coaching with students
- Reports to the President/CEO or other designee

A Student Advocate is Successful when he/she:

- Are Gathering and Entering Student Information into GradeLink according to intake process Building OIC Pathways and walk Students through the Pathway
- Are Helping Facilitate Pre-Game Huddle
- Conducting Consistent Check ins with student points of interactions

EDUCATION, EXPERIENCE AND SKILLS DESIRED

Minimum Education/Experience:

- Bachelor's Degree(preferred but not required) in Counseling, Social Work or related field; or
- A minimum of two years' experience in social work, mentorship, instruction, or advocacy

Skills and Abilities Required:

- Comfort with technology and elevating knowledge in technology spaces
- Excellent oral, written and organizational skills
- Sensitive to a diversity of students with a strong desire to help.
- Display a high level of initiative and complete assignments efficiently
- Work with minimum supervision and demonstrate attention to detail and good organization
- Must be excellent with connecting to people

Pay rate \$18/hr full-time 40 hrs/wk *Submit resume and cover letter to info@oicokc.org*