



## **MISSION STATEMENT**

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated people, allowing them to redirect their lives and become contributing members of our community.

**Job Title:** Academic Program Assistant

**Reports To:** Associate Director of Education

## **Essential Duties and Responsibilities**

The Academic Program Assistant will focus on assisting individuals interested in beginning/continuing their college pathways. The APA will assist with the enrollment process, connect to on-campus and community resources, and provide overall support to students engaged in higher education. The APA will maintain up-to-date data on students in the college program and communicate progress with necessary support staff. Overall, the APA will empower students through mentorship and networking with higher education support groups as students work to actualize their academic and personal goals.

## **Key Duties**

- Assist with needs that arise in Main Street Learning Center
  - Technology aid
  - Printing, copying, and maintaining documents
  - Classroom and study-space upkeep
- Co-facilitate Pathways to College every Monday
- Conduct General Education Plans on Care4 for all trainees as assigned
- Conduct Pathways to College Education Intakes on Care4
  - Communicate with APM regarding students' educational goals, intakes and progress
- Assist new, current, and returning students with enrollment process:
  - Community College application
  - Financial Aid: FAFSA and Dream Act
  - Applying to Student Support Services on Campus
  - Supporting students to fill-out and submit required documents for enrollment/Financial Aid/DOR
- Maintain up-to-date data on all students personally assisted
- Peer engagement and mentoring

- Assist with building supportive student community
- Provide technical support
- Microsoft word/Google Docs
- Student Portal & Canvas
- Connect students to tutoring assistance as needed
- Openly communicate with APM and APC when questions arise regarding responsibilities
- Engage with Project Rebound, Underground Scholars, and Rising Scholars Network
  - Connect students via email
  - Attend campus events to strengthen bridge from HBI to campus
  - Build relationships with campus programs on-and-off Homeboy site
- Attend Education Support Meetings
  - Tutor/Teacher Monthly Check-in
  - Weekly Academic Education Check-in
  - Monthly CM & Workforce Development Check-in as needed

### **Basic Qualifications**

- 1+ year in college (part-time ok)
- Alumni of HBI Academic Programs
- Needs Driver's License
- Experience working with individuals of diverse backgrounds
- Willingness to grow and learn new skills, both technical and relational
- Clock-in and clock-out at scheduled times
- Communicate scheduling re: running late, unable to come in, appointments, etc.
- Express frustration, ask for assistance when needed, celebrate all-size successes
- Identify personal passions regarding academics and future career goals (heart-work)!
- Share reflections and insight on how academic programming can grow and strengthen

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and talk or hear. The employee is required to sit, walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Compensation**

This is a full-time non-exempt position with a full benefits package including health, dental, vision, Life AD&D, and retirement account.

*If you are interested in this position, please send your resume with a cover letter to [careers@homeboyindustries.org](mailto:careers@homeboyindustries.org).*

*Homeboy Industries is an Equal Opportunity Employer.*