

Work Study Job Description

Job Title	NELA Center for Student Success Assistant
Organization Name	NELA Center for Student Success
Job Location	309 23rd Ave. S, Seattle, WA 98144
Address	309 23rd Ave. S. Seattle WA 98144
Pay Rate	\$12 - \$15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Lyanne Asada
Phone Number	2064615366
Email Address	lyanne.asada@nela.net
Website	

Nature of Organization

Duties and Responsibilities

sSeeking Work-study Assistant to partner with program manager & coordinator in hands-on college preparation program, Mentor 2 College (M2C). Sophomore or junior preferable, freshman may apply. Duties and responsibilities include:

- Taking a leadership role alongside program manager/coordinator to successfully run M2C program
- Read, understand and deploy program components for high school seniors
- Meet consistently with program manager/coordinator to plan for upcoming program events
- Ensure program participants stay on-task with assignments and workshop attendance
- Maintain periodic contact and follow-up with students and families
- Participate as a mentor
- Update student files and track progress
- Organize and clean center

Minimum Qualifications

- Ability to establish rapport with high school youth, many of whom come from low-income or minority households—many of are the first in their family to attend college
- Maintain excellent communication with program manager and other NELA staff
- Demonstrate an understanding of the college admission process, including application, essay, FAFSA and scholarship components (further training will be provided)
- Dedicated to the mission of helping youth achieve the opportunity of higher education

Educational Benefits

- Develop practical counseling skills
- Gain experience leading a non-profit program initiative
- Network with college admissions counselors, local community members, and non-profit program staff
- The successful candidate will gain experience presenting college admission information to program participants

How to Apply

Please send cover letter and resume to washingtoncenter@nela.net.

Job Number: 70NELA02 | Category: | Program: State | Reimbursement Rate: 70%