



Office of Equity, Access, College and Career Readiness- College Student Aide Desk

1515 Hughes Way

Long Beach, CA 90810

(562)997-8002 ♦Fax (562)997-8302 ♦Hotline (562) 997-8055

www.lbschools.net ♦ Hours of operation- Monday thru Friday, 8:00am to 4:00pm

EMPLOYMENT OPPORTUNITY

California State University, Dominguez Hills (CSUDH) Advisor

\$15.83 per hour (maximum 18 hours/week)

Job Description:

CSUDH Advisors will assist school counselors, teachers and administrators with students in a classroom, counseling office, learning center, or after-school tutoring setting. Assigned locations may include elementary, middle, or high school. Advisors will assist school counselors' with college/career awareness and planning while conducting individual and group sessions that assist students in identifying their strengths and focus on their unique talents. The primary objective of a CSUDH Advisor will be to increase the number of low-income, first-generation, and underrepresented students enter rigorous academic high school programs and supporting their matriculation into college. Days and hours vary.

Education Requirements:

- Current enrollment at a college or University
- Minimum of 12 semester college level units (undergraduate) or 6 units (post-baccalaureate) *preferred*

Applicants must provide proof of completion of college level courses

Application Requirements

Applications are available online at www.lbschools.net College Student Aide Desk. All completed applications must be submitted in person at the LBUSD Administration Building, College Student Aide Desk, located at 1515 Hughes Way, Long Beach, CA 90810.

The following documents are required when applying for position:

- Application for Employment
- Report of Convictions
- Copy of unofficial transcripts, indicating the total number of units completed
- Current printout of college classes indicating the college, courses, number of units and total active units enrolled
- TB Clearance at the time of employment (within 4 years)

Before an offer of employment can be made, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to: conviction reports, probation reports, and court records. This applies to applicants and current Long Beach Unified District employees who apply for a promotion or change in employment.

After your application has been approved, you will receive a Vacancy List referencing school sites currently hiring and offering an opportunity to interview. If you have any questions, please call the College Student Aide Desk at (562) 997-8002