

Job Title	Workshop Leader- Pre College Readiness
PVN ID	BM-2111-004350
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Upward Bound Project
Status	Part Time
Hourly Rate	\$33.00-\$33.00
Hour(s) a Week	2.00-4.00
Closing Date	Jan 01, 2022 (Or Until Filled)

General Description

Description:

Upward Bound is seeking a dynamic workshop leader who can expose high school junior students to college readiness in a friendly setting. This role involves teaching high school (Juniors) about the college admissions process, including terminology, financing their education and college application journey. The purpose of this workshop is to have juniors prepared to enter their senior year of high school with a college readiness mindset; fully aware of all the requirements and opportunities involved with applying to college as they transition into the Senior Road to College workshop.

This is a grant funded program, part-time opportunity available during the academic year, Fall and Spring semesters.

Other Duties

Workshop Leader will provide instruction with Upward Bound participants in small groups using online platforms for virtual and/or face to face sessions.

Responsibilities

- Conduct workshops teaching high school students college readiness
- Introduce them to College Board accounts for college applications
- Discuss navigating a college campus through group activities and visual slides
- Conduct mock interviews
- Introduce resume and cover letter writing
- Expose them to the possibilities of study abroad, internships & having a mentor

- Help them understand the difference between CUNY, SUNY, Private colleges
- Discuss opportunities programs (EOP, HEOP, College Discovery, ASAP etc.)
- Lead students in career exploration
- Involve juniors into scholarship essay writing
- Assign students to do group projects, presentations, videos and research that will reflect what they have learned throughout the semester in this workshop

Qualifications

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- Bachelor's Degree
- Preferred experience in student advisement or college prep lead sessions
- 1-2 years of experience working with college or high school students
- Available once a week to teach this workshop (In-person)