Duties: This position is dedicated to increasing the number of underrepresented students by recruiting and, providing programming and services to meet the specific needs of the target population(s).

Responsibilities include the following:
1. Assist in conducting information sessions and recruitment presentations for parent groups, target schools, community organizations, and social service agencies serving the target population in an effort to recruit underrepresented students
2. Assist in providing an environment, atmosphere and activities that will retain and motivate the target population to excel in academic performance and personal development
3. Serve as a peer advisor/mentor
4. Assist students in establishing college preparatory goals, developing strategies to achieve those goals, including improvement in academic knowledge and skills
5. Encourage students to explore college, internship and community service opportunities
6. Assist students in identifying and establishing a network of resources supportive of academic success and personal development
7. Assist students in developing problem solving and critical thinking skills

Minimum Qualifications: Minimum Qualifications: Must be able to: develop a strong rapport with target high school population; plan and implement activities critical to retention and success of the students; operate a computer and related software applications; collect and enter data into a database; complete reports; follow written and verbal instructions; work collaboratively with advising staff. Must be a college sophomore or higher standing with 3.00 or higher GPA, and; reliable and available to work evenings and weekends.

Desired Qualifications: Prior successful work experience in Upward Bound or another TRiO or other education equity program; experience working with high school students; personal experience overcoming academic and/or economic barriers similar to those typically encountered by the Upward Bound target population to attain a postsecondary education.

The University of Hawaii is an EEQ/AA Employer D/M/V/W