

# BACI



## Burmese American Community Institute

*Advocating • Connecting • Educating • Serving*

<b>JOB TITLE:</b>	<b>Program Assistant/Upward College Program</b>
<b>REPORTS TO:</b>	<b>Program Director</b>
<b>EMPLOYMENT STATUS:</b>	<b>Intern</b>
<b>TIME COMMITMENT:</b>	<b>Part-time, 15-29 hours/week</b>
<b>STARTING SALARY:</b>	<b>Unpaid Internship, with possibility of transferring into Paid Position after successful completion of fall 2015</b>

### **GENERAL POSITION DESCRIPTION:**

The Burmese American Community Institute (BACI) is a dynamic, forward-looking, and growing organization. We seek well-qualified, highly motivated, creative, and solutions-oriented candidates to join the Upward College Program (UCP) team.

Upward College Program assists the Burmese high school students with their college readiness and career success through academic, community service and sports activities. Tutoring, life skills and leadership training, character education, conflict resolution training, mentorship, a rigorous summer research course, a soccer club, and extracurricular opportunities are available to UCP participants. UCP aims to help participants improve their performance in class, which increases the high school graduation rate and the college-attendance rate of the students in Central Indiana.

### **ESSENTIAL FUNCTIONS AND DUTIES:**

- Assists in coordinating the program implementation by working collaboratively with partners, managing resources, and conducting effective program management;
- Assists in coordinating outreach, education, and media activities; make presentations on Upward College Program and college options in the United States;
- Participate in conducting volunteer recruitment and orientation, participate and assist in instructor and volunteer trainings;
- Provide tutoring and instruction services for High School Juniors or Seniors from Burma at BACI Upward College Program in Math, Science & English courses;
- Assists in coordinating with college admissions offices to help with classroom/college visit activities;
- Provide supervision to other volunteers, such as part-time tutors and college coaches;
- Look for resources to make sure all volunteers get the support they need to implement tasks - books, resources, training;
- Provide near-peer mentoring to approximately 3-5 juniors or seniors, with topics including ACT & SAT preparation, the college, financial aid, and scholarship application processes, and college transition guidance, including assisting with college and scholarship essays;
- Ensure all necessary program information management system is enforced and implemented, including documenting all contacts and services in student case files and maintaining case note logs.

In addition to documenting all services, record student's educational progress in case files, including English competency, academic concerns, whether or not the student participated in any college visits, SAT/ACT test scores, college, financial aid, & scholarship application, and their status in the process;

- Be thoroughly familiar with the policies and procedures guiding the work of this position in particular and the work of the program. Perform job functions in line with these policies and procedures.

#### **QUALIFICATIONS:**

- Has proven knowledge of the higher education system in the US and familiarity with colleges and universities in Indiana and the US.
- Ideally has received graduate level education or is a recent graduate.
- Strong communication skills, both written and verbal.
- Must be comfortable tutoring Math, Science, and English courses.
- Is patient, enthusiastic, self-controlled, and dependable.
- Has the ability to work well with others and follow directions.
- Previous work experience and interest in teaching, tutoring, youth development, human rights, or other direct social services preferred. Cultural sensitivity is essential.
- Understands the program development, implementation and evaluations.
- Demonstrates high level of professionalism, respect, and personal integrity.
- Enthusiasm for BACI's mission and strong commitment to helping disadvantaged students achieve academic success and college readiness.
- Flexibility and availability/willingness to work some weekends.
- Willing to learn in a fast-paced environment and is adaptable.
- Passes the Background Check.

#### **EDUCATIONAL QUALIFICATIONS:**

- College Junior, Senior, Bachelor Degree, or Graduate student in any field of study.

Interested candidates should submit a resume and a one-page cover letter to Elaisa Vahnie, Executive Director of BACI at [velaisa@baci-indy.org](mailto:velaisa@baci-indy.org). Check website for more information: [www.baci-indy.org](http://www.baci-indy.org). Applications will be reviewed immediately. Position open until filled.