

Beacon of Hope High School Advisor

Description of Position

The High School Adviser is responsible and accountable to the onsite Future Center Director for Lynchburg Beacon of Hope. The student shares mentoring and life skill experience with high school students at Heritage High School or E. C. Glass High School. Hours of Operation are typically between 8:00am-3:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Beacon of Hope Future Center Director. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid
Student Service Center, Green Hall
1971 University Blvd
Lynchburg, VA 24515

Heritage High School
3101 Wards Ferry Rd
Lynchburg, VA 24502

E.C. Glass High School
2111 Memorial Ave
Lynchburg, VA 24501

Job Responsibilities

- Assist Future Center Director with event planning (Virginia College Application Week, FAFSA Nights, College Application Workshops, etc.)
- Assist Future Center Director with Data Collection and Reporting
- Assist students with processing of college applications, FAFSA applications, scholarship applications, and SAT/ACT registrations
- Mentor and build positive relationships with high school students
- Assist Beacon of Hope Future Center Director with other duties as assigned
- Provide embedded tutoring services in classroom setting
 - Specific areas of interest include: math, science (earth, biology, chemistry), foreign languages

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions).
- Cumulative GPA of 2.5 or higher.

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://careers.liberty.edu/?job_posting=R0001083.