



## SUMMER 2025 ACADEMIC ADVISOR

**Mission:** REACH Prep provides access to transformative educational experiences that empower underserved, high-achieving students to graduate from top colleges and emerge as the next generation of leaders.

### **Prep Academy Summer Academic Advisor**

REACH Prep seeks applicants who are passionate about expanding educational opportunities for underserved students. The Summer Academic Advisor will play a teaching, advisory, and administrative role at our Prep Academy program for the youngest scholars: rising 5<sup>th</sup> and 6<sup>th</sup> graders. As a member of our hardworking team, this position will be directly involved in rigorously preparing highly talented and motivated students for independent schools and ultimately college graduation. This internship is suited for someone who cares deeply about education and wants to make a tangible and positive difference in the lives of children. Our program seeks to highlight the strengths and interests of the Advisors and gives them opportunities to lead projects and activities based on those interests. Your contributions will help shape the experience and growth of our scholars so be prepared to take initiative on a frequent and consistent basis.

The Summer Academic Advisor will be responsible for a variety of tasks and projects including the following:

- Implementing and teaching an advisory curriculum based on the academic and social needs of students
- Creating thoughtful, engaging, and age-appropriate activities for the scholars
- Collaborating with Prep Academy faculty in a challenging and supportive environment
- Actively participating in weekly faculty meetings to discuss scholar progress with REACH Prep's CEO, the Director of Prep Academy, teachers, and fellow advisors
- Clerical/administrative tasks
- Supervising scholars during academic and free periods (recess, lunch)
- Classroom management
- Developing a trusting relationship with scholars

### **Qualifications & Eligibility:**

- Currently enrolled in college or graduate school
- Strong academic record and excellent writing skills
- Strong work ethic and exceptional communication and organizational skills
- Flexible, ready to take initiative, and equipped to problem solve
- Eager and willing to expand their knowledge base and skill set
- Experience working with diverse populations
- Spanish fluency is a plus
- Applicants with technology skills are desired (e.g. familiarity with Chromebooks, Google Suite, Google Classroom, SmartBoards, and video editing applications)

**Schedule:** June 23 - August 7, 2025, Monday to Friday from 7:15 a.m. - 4:15 p.m.

**Stipend:** \$3000 - \$4000 based on experience.

**Location:** Sacred Heart-Greenwich, Greenwich, CT

**Transportation:** Advisors must be able to provide their own transportation to and from Sacred Heart-Greenwich.

### **Application Procedures & Deadline**

Please submit the following electronically to David Menard, Director of Prep Academy and Placement, at [dmenard@reachprep.org](mailto:dmenard@reachprep.org): cover letter, resume, and a letter of recommendation from either a recent professor or professional contact.

**The application deadline is February 28, 2025.**