

2026-2027 Center for the Educational Opportunity Program (EOP)

Community Retention Advocate (SAIII)

Centers for Opportunity Scholar Success, University of California, Davis

Application Deadline(s): January 26, 2026 by 11:59 PM

Compensation: \$17.00/HR during academic year (subject to change) or via Inclusive Internship Stipend

Work Hours: 10-11 hours per week

Start Date: Monday, September 14, 2026

Duration: Approx. 10 months September 14, 2026- June 20, 2027 (subject to change)

Job Purpose: The Community Retention Advocate develops and implements relevant events and services for first generation and low-income students, sits on campus committees to advocate for the EOP population and assesses the needs of EOP students through a mixed methods approach. The ideal candidate will be well-versed in the practice of educational equity, demonstrate a passion for exchanging knowledge, and be comfortable working as an individual and as part of a team.

Job Description: The Community Retention Advocate (CRA) reports directly to the EOP Retention Specialist. The CRA serves as the primary point of contact and implementer for EOP community events and services that fall under the EOP Pillars: Academic Guidance, Advocacy, Community Connections, Financial Resources, and Leadership Development. CRAs operate with a level of autonomy to create programs and find service delivery methods that appeal to the needs and communication styles of students who identify as first-generation and from historically low-income households. Accordingly, CRAs are responsible for seeking EOP student community feedback and leading the peer team in events that support EOP student retention and advocacy. As CRAs, the ideal candidate must demonstrate an ability to inspire others, exemplary decision-making abilities, a high level of organization, creativity and follow-through with programming. Candidates must have experience and possess proven leadership and organization skills, and experience working on a project from inception to implementation.

Terms of Employment

Must be available for all of the following dates and commitments.

Responsibilities	Dates	Days	Hours	Compensation
EOP Peer Staff Orientation	April 10, 2026	Friday	1:00-4:30 pm	course credit
EDU 160A	Spring Quarter 2026	Wednesdays	2:10-4:00 pm	course credit
EOP training	September 16-18 2026	Wednesday-Friday	TBD	\$17/hour
Fall Welcome	September 22nd 2025	Monday	TBD	\$17/hour
EOP Staff Meetings	26-27 academic year	Fridays	3:10-4:30 pm	\$17/hour

Position Responsibilities during the 2025-2026 academic year

Administrative

- Responds to email and phone calls within 24 hours.
- Announce EOP events in monthly newsletter and provide content for the Communications Team.

- Utilize the swipe system in order to maintain accurate data on the use of EOP services and create quarterly reports of EOP events and services.
- Answer the phone, direct phone call accordingly, check EOP email for CRA specific emails.
- Perform other duties as assigned, including assisting other peer events or units in the department.
- Bring relevant community issues to the attention of the EOP staff via quarterly reports or weekly updates at staff meetings. This will also require research, conducting focus groups and reviewing program evaluations.
- Assumes other responsibilities as assigned by EOP Career Staff.

Community Development

- Represent EOP at various events throughout the year and serve on select committees.
- Work collaboratively with campus partners to ensure EOP students are aware of campus resources.
- Work in tandem with peer staff from other departments on campus.
- Work to foster an inclusive environment for all students utilizing the EOP Center and its services.
- Advise students and provide guidance regarding social and cultural adjustment to UC Davis.
- Hold regular occurring community gatherings inside of the EOP Community Room.
- Host monthly workshops about current community matters (this can range from campus matters to international matters)
- Collaborate with Centers for Opportunity Scholars Success (COSS) Career staff to help develop events and services offered in the Center for the Educational Opportunity Program, Guardian Scholars Program, and the Davis Underground Scholars Program.

Academic Guidance

- Refer students to PACs for academic advising about course selection, graduation requirements, online web-based registration tools and other academic matters when asked.
- Be knowledgeable of academic and Student Affairs programs and other support services available to EOP, first-generation, and low-income students of diverse backgrounds.

Leadership Development and Team Work

- Serve as a student leader to all EOP students and peers.
- Be familiar with all programs and services offered to students in the Office of Educational Opportunity and Enrichment Services (OEOES).
- Work collaboratively on designated EOP tasks by supervisor.
- Plan and execute creative and engaging promotion for workshops, programs and events for EOP students.
- Demonstrates a level of flexibility and positivity that contributes to team-building.
- Demonstrates a willingness to give and receive job performance-based feedback.
- Follows all guidelines and policies set forth by the department and university and role models respectful community-based behaviors.
- Actively engages and is consistently prepared for all meetings (i.e., staff, one-on-ones, in-services, etc.) and specialty assignments if applicable.
- Attends all required events and is prepared.
- Demonstrates strong decision-making skills (solicits input, asks for advice, weighs options, etc.).

Eligible applicants will be contacted via email for an interview upon application review.

For questions, concerns, accommodations, and/or more information, please contact Teresa Hernandez at thernandezquezada@ucdavis.edu.