### APPLICATION PACKET REQUIREMENTS

This position requires (including those on campus) submission of:

- A standard CSUB, Auxiliary job application download at:  
  [http://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB%20Auxiliary%20Employment%20Application%202017_12_07.pdf](http://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB%20Auxiliary%20Employment%20Application%202017_12_07.pdf)
- Names of three professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The Educational Talent Search (ETS) program from California State University, Bakersfield provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue their education and complete their postsecondary degree. The ETS program is a federally funded program that has existed on our CSUB campus for 32 years and is designed to assist low-income and first-generation students. Recently we were rewarded to operate on campus for another 5 years (2016-2021). By meeting our yearly program objectives and benchmarks, we are awarded additional prior experience points when we submit our yearly proposal so the grant is guaranteed to continue after our 2020-2021 academic year.

In conjunction with other institutions of higher education, schools, and community organizations, the Talent Search Program will develop and implement strategies to facilitate activities in the target area to ensure that its goals, objectives, and outcomes are achieved. The Talent search staff will focus on vital priorities to appropriately provide services for disadvantaged homeless and foster youth, as well as low-income and potential first-generation college students.

**California State University, Bakersfield Auxiliary for Sponsored Programs Administration** is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
DUTIES: Under the direct supervision of the Program’s Director, the Counselor will be responsible for developing a comprehensive program that will ensure the effective delivery of counseling and other supportive services to program participants. The TRIO Educational Advisor/ Student Success Coach will be assigned to designated target middle/junior high schools/high schools and perform the following duties: provide counseling in such areas as personal academic, and career counseling; coordinate a comprehensive academic support services program; identify, screen, and make recommendations for the selection of program participants; conduct needs assessments of all program participants; implement our new Competitive Preference Priorities CPP1 and CPP2. CPP 1: The ETS program seeks to implement a tutoring program based on the intervention strategies and activities developed in the study, “Twelve Together” (Dynarski et al.1998); CPP2: The ETS program seeks to implement a mentoring program based on the intervention strategies and activities developed in the study, “ALAS: Achievement for Latinos through Academic Success” (Larson and Rum Berger, 1995); The Student Success Coach is responsible for identifying and providing effective tutoring and mentoring skills, strategies, and resources to tutors and mentors, ensure that tutors/mentors implement effective learning skills with students, and coordinate recruitment, activities, and provide reports such as grades, pre and post-test, and significant improvements in students.

Mentoring Program Duties include: Oversee the development of the mentoring program for 8th grade middle school students; Provide bi-weekly activities to middle school students with topics such as goal setting (long and short term), peer pressure, persistence/resiliency, anger management, and time management; Supervise and train 3 student mentors; Provide monthly activities to celebrate student success including awards for improving grades, outstanding behavior, or attendance, positive referrals sent home to parents/families, recognition ceremonies, and small group exercises with college mentor to discuss teen issues; Provide a monthly meeting to parents to educate them on the following topics: requirements for middle and high school, systems of higher education and financial aid options, interacting with school site staff, understanding report cards, transcripts, and graduation credits, monitoring attendance and performance, and coping with teen behavior and how to reach out for services if needed. The Educational Advisor/ Student Success Coach will also provide referrals to institutional and community support programs that provide services to participants; monitor the academic progress of program participants; provide assistance for participants to complete applications for admission, financial aid, housing, and special programs; assist in the supervision of our mentoring and Tutorial component at our respective selected target schools; make changes to our TRIO/Talent Search web site; Coordinate the editing and publishing of our quarterly Talent Search newsletter; Coordinate our monthly educational excursions and other related ETS events that promote educational equity and higher education; maintain evaluation procedures to assess the progress of participants by keeping accurate files; Work at various designated school sites with participants; other duties as assigned by the Director/Coordinator and willing to work some evenings and weekends. Tutoring Program duties include: Create and build a tutoring program based on grant mandates for 9th grade high school students; Supervise and train 3 student tutors and 3 student mentors; Facilitate weekly discussions regarding time management, and study skills; Provide twice-a-week after-school tutoring in Math and English using both face to face and online tutoring techniques; Monitor attendance of students; Plan and coordinate an educational excursion for students to visit a post-secondary institution.

Other responsibilities include: Assure that all guidelines regarding Talent Search student eligibility are met; Meet recruiting goals at each Target School; keep detailed recruiting records at each Target School; Perform cohort tracking for participants in the mentoring and tutoring program; Develop a student survey for program evaluation purposes; Provide referrals to institutional and community support programs that provide services to participants; Work at various designated school sites with participants; assure that all guidelines regarding Talent Search student eligibility are met; develop and maintain good relationships with key Target School personnel and Target area individuals; meet recruiting goals at each Target School; Attend either our Annual WESTOP Conference or SoCal Professional Development Seminar; keep detailed recruiting records at each Target School; maintain recruiting files and keep track of their completeness; and assist with the Annual Performance Report (APR) and maintenance of participant database. Educational Advisors will develop strategies, direction, timelines, and perform the following services in our plan of operation: 1) Increasing the overall knowledge of financial aid programs, 2) Making appropriate connections to tutorial programs, 3) Conducting pre-college workshops to its participants, 4) Assisting students with the enrollment process into post-secondary education, and 5) Following a random cohort of seniors for a six-year period to track the completion of a program of post-secondary education that will lead to a certificate, associate or baccalaureate degree. Other duties as assigned by the Director/Coordinator and willing to work some evenings and weekends.

REQUIRED QUALIFICATIONS: A Bachelor’s degree (attach a copy of college degree/transcripts to application) is required and two years of professional experience in one of the Student Services program areas or related field. Incumbent must have knowledge with Student Support Services and pre-college advising programs. Experience may be supplemented by graduate course work in counseling techniques, interviewing and conflict resolution. Applicant must demonstrate ability to work effectively with multi-ethnic/multi-cultural students as well. The selection and screening process will consider applicants with the following:

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1) sensitivity to and awareness of the unique problems faced by participants, 3) be able to work with minority students (ethnic minorities), and 4) ability to relate to students from economically disadvantaged backgrounds, 5) Be sensitive to needs and lifestyle of at risk and underrepresented students, 6) Must demonstrate ability to work effectively with multi-ethnic/multi-cultural students, 7) Have knowledge of SAT/ACT preparation tests, financial aid, introduction to different types of postsecondary education, and all other topics related to the mentoring and tutoring programs, 8) Have the ability to communicate with children and adults, 9) Ability to complete assignments on time and with a high degree of quality, accountability, responsiveness and to take projects from start to finish, 10) Ability to demonstrate, verbal and written communication skills and have strong attention to detail and accuracy, 11) Strong understanding of technology and capable of leveraging technology efficiently and effectively. Incumbent must demonstrate ability to work effectively with multi-ethnic/multi-cultural students; have the ability to communicate with children and adults; work cooperatively with other staff as well as independently; follow and understand oral and written instructions; be flexible, adaptable, and work effectively with others. Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: Two years of experience that includes an understanding of developing strategies, and timelines in Student Support Programs which are related to the following services in our plan of operation: 1) Overall knowledge of financial aid programs, 2) Experience on tutorial/mentoring implementation, 3) Well versed in conducting pre-college workshops, 4) Assisting students with the enrollment process into post-secondary education, 5) Position will follow the total cohort of seniors for a six-year period to track the completion of a program of postsecondary education that will lead to a certificate, associate or baccalaureate degree, and 6) Bilingual is preferred due to a predominantly Spanish speaking population, some of our outreach materials must be written in Spanish specifically designed for underrepresented bilingual participants.

- B.A./B.S. degree in Sociology, Psychology, Counseling – Student affairs or School Counseling, or including course work in administration, counseling techniques, interviewing and conflict resolution.
- A Master’s degree in job-related field may be substituted for one year of professional experience (attach a copy of college degree/transcripts to application).
- Three years of experience with federal programs, pre-college advising, and public speaking.
- Bilingual (English/Spanish) to be able to communicate with program participants; at a minimum, the ability to understand and to make ones self-understood to all Spanish speaking individuals

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Bakersfield Auxiliary for Sponsored Programs Administration. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU Bakersfield Auxiliary for Sponsored Programs Administration as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the Auxiliary or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with payroll regulations.

APPLICATION PROCEDURE: Official California State University Bakersfield Auxiliary for Sponsored Programs Administration application forms must be completed in full and received in the Human Resources Office by 5:00 p.m.
on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application go to the Human Resources’ Job Opening/Status Inquiry page at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “CSUB Auxiliary for Sponsored Programs Administration”. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.