Position Title: TRIO PROGRAM COORDINATOR (Student Services Professional II)
Recruitment #: #2199
Full/Part-Time: Full-Time
Employment Type: Temporary, ends on or before August 31, 2018. Any continuation beyond August 31, 2018 is contingent upon satisfactory performance and available funding.
Bargaining Unit: R04
Salary: $3,935 - $5,595 per month Exempt
Department: Educational Talent Search
Available: Immediately
Special Conditions: Background/ Fingerprint
Sensitive Position: Yes
Posted: October 12, 2017
Closing Date: For priority consideration, application materials must be received by October 26, 2017, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- 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.

DUTIES:
Program Coordination: Coordinate program activities to ensure an effective delivery of counseling, tutorial, and learning assistance to approximately 971 program participants (high school and middle school). Coordinate awards and recognition ceremonies for participants and their families. Create, implement, and supervise a yearly schedule of...
workshops pertaining to pre-college information, A-G requirements, time management, financial aid, college/career exploration, and other topics. Schedule ongoing fieldtrips to postsecondary institutions for participants including arranging campus tours, transportation, and/or meals.

**Curriculum Development and Administration:** Review curriculum on a yearly basis to ensure all topics outlined in the program grant are included. Attend collaborate meetings with school sites, community partners, and other organizations. Participate in outreach presentations to the community about the TRIO program.

**Lead direction and training of all personnel:** Guide and provide lead direction to educational advisors as well as provide support when needed. Oversee the newly established tutoring and mentoring programs (CPP1 and CPP2) at school sites along with the TRIO Student Success Coach. Provide training on program mandates, requirements, and services on a weekly and/or monthly basis. Organize an annual training for all staff members prior to the academic year. Contribute to the employee handbook. Assist with staff performance evaluations.

**Academic, Career, and Financial Aid Advising:** Conduct needs assessments of all program participants required by the Department of Education. Provide technical assistance for participants to complete applications for post-secondary admissions, enrollment, financial aid, housing, and special programs.

**Record Keeping and Data Management Systems:** Assist in preparing the annual performance report. Monitor the program budget which includes running campus financial reports and meeting with on campus personnel. Analyze program data and write statistical reports pertaining the program’s efficiency and progress towards objectives. Communicate with database administrators and campus administrators in order to collect accurate data for the program. Keep detailed recruiting records at each Target School. Assure that all guidelines, goals, and objectives of the Educational Talent Search Program are being met.

**REQUIRED QUALIFICATIONS:**

- Requires equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related and two years of professional experience in one of the Student Services programs areas at the higher education level or related field.
- A Master’s degree in job-related field may be substituted for one year of professional experience.
- Applicant must demonstrate ability to work effectively with multi-ethnic/multi-cultural students.
- Ability to establish rapport with school, college, and community education professionals.
- Knowledge of high school curriculum, financial aid, and college application process.
- Knowledge of the principles, practices, and trends of the Student Services Professionals and field, as well as general knowledge of the principles of individual and group behavior, individual counseling techniques, organizational procedures and activities of the specific campus to which the position is assigned.
- To keep moderately complex records, supplies, and files; to screen mail, telephone calls, and visitors; maintain confidential files; and to project needs for office equipment.
- To advise students individually and in groups on complex student-related matters.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Regular and reliable attendance is required.

**PREFERRED QUALIFICATIONS:** Preference will be given to applicants possessing the following:

- 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-

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California State University, Bakersfield 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.
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.

- A M.A/M.S. degree in Sociology, Psychology, Counseling – Student affairs or School Counseling, or including course work in administration, counseling techniques, interviewing and conflict resolution.
- 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. 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 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 CSU or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield 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 state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield 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](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html) and click on the “Job Status” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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