



Position Title:	TRIO ADVISOR 10 Month (Advisor)
Recruitment #:	#186
Full/Part-Time:	Full-time
Temporary:	Temporary, ends on or before July 15, 2024. Any continuation beyond July 15, 2024 is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary:	\$2,687 - \$5,500 per month
Department:	Educational Talent Search (ETS)/TRIO Program – Enrollment Management
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	December 11, 2023
Closing Date:	For priority consideration, application materials must be received by <u>December 31, 2023</u>, 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: Please review the Application Procedure section for instructions on how to submit your application.

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

- A standard CSUB, Auxiliary job application download at: (<https://maindata.csub.edu/media/53846/download?inline>)
- Names of three (3) professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable and requested
- 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 34 years and is designed to assist low-income and first- generation students. The ETS program is a federally funded program that has existed on our CSUB campus for 34 years and is designed to assist low-income and first-generation students. By meeting our yearly program objectives and benchmarks, we are awarded additional prior experience points; therefore, the new grant has been renewed for the 2023-2024 academic year.

DUTIES: 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. Under the direct supervision of the Program's Director, the Advisor will be responsible for developing a comprehensive program that will ensure the effective delivery of counseling and other supportive services to program participants. The Educational Advisor 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.

Auxiliary for Sponsored Programs Administration

California State University, Bakersfield
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CPP 1- Fostering - The plan to support instruction in time management, job seeking, personal organization, public and interpersonal communication, or other practical skills (public speaking, resume writing and job seeking skills, time management, self-care, etc.). **CPP2 - Promoting Science-** The plan to increase access to STEM coursework, including computer science, and hands-on learning opportunities, such as through expanded course offerings, dual-enrollment, high-quality online coursework, or other innovative delivery mechanisms; 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/Associate Director and willing to work some evenings and weekends. Attend our yearly Annual WESTOP or SoCal Professional Development Conference. Other responsibilities include assure that all guidelines regarding Talent Search student eligibility are met; develop and maintain good relationships with target school personnel and target area individuals; meet recruiting goals at each target school; 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) Increase the overall knowledge of financial aid programs, 2) Make appropriate connections to tutorial programs, 3) Conduct pre-college workshops to its participants, 4) Assist students with the enrollment process into post-secondary education, and 5) Follow a 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. Other duties as assigned by the Director/Associate Director and willing to work some evenings and weekends.

REQUIRED QUALIFICATIONS: A Bachelor's degree is required (*attach a copy of college degree/transcripts to application*) and two years 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. The selection and screening process will consider applicants with the following: 1) awareness of social, economic, and cultural factors that affect program participants, 2) 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. Incumbent must pass a background/fingerprint check upon offer of employment; 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 (2) 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) Experience on 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.

- 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 is preferred.
- A Master's degree in job-related field may be substituted for **one year of professional experience**.
- Two 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.

APPLICATION PROCEDURE The official California State University Bakersfield Auxiliary for Sponsored Programs Administration application is located at this link: <https://maindata.csub.edu/media/53846/download?inline> and must be completed in full and received in the Human Resources Office by 5:00 p.m. via email on specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. **Please email your application materials to jobs@csb.edu and reference Auxiliary #186 in the subject line.**

Applications are available outside the Office of Human Resources and may be downloaded from the CSUB Auxiliary for Sponsored Program Administration 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 6-8 weeks from the closing date for a position to be filled.

To check the status of your application, go to the CSUB Auxiliary for Sponsored Program Administration page at: <https://www.csub.edu/hr/auxiliary>. 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.

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: General: The person holding this position is considered a general 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, revised July 21, 2017.

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.