Position Title: TRIO COORDINATOR (Coordinator)

Recruitment #: #162

Full/Part-Time: Full-Time

Temporary: Temporary, ends on or before August 31, 2022. Any continuation beyond August 31, 2022 is contingent upon satisfactory performance and available funding. Employment is at-will.

Salary: $3,400 - $6,933 (Anticipated hiring range $4,400 - $5,300)

Department: Educational Talent Search (ETS)/TRIO Program – Enrollment Management

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: February 11, 2022

Closing Date: February 25, 2022

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 CSUB, Auxiliary job application download at: (https://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB-Auxiliary-Employment-Application.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 37 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 and expect the new grant has been awarded for the 2021-2027 academic year.

DUTIES: The Coordinator will do the following:
1) 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.
2) Coordinate program activities to ensure an effective delivery of counseling, tutorial, and learning assistance to approximately 971 program participants (high school and middle school).
3) Coordinate awards and recognition ceremonies for participants and their families.
4) 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.
5) Schedule ongoing fieldtrips to postsecondary institutions for participants including arranging campus tours, transportation, and/or meals.
6) Guide and supervise educational advisors as well as provide support when needed.
7) Oversee the newly established tutoring and mentoring programs at school sites along with the TRIO Student
Success Coach.

8) Provide training on program mandates, requirements, and services on a weekly and/or monthly basis.

9) Organize an annual training for all staff members prior to the academic year.

10) Contribute to the employee handbook.

11) Assist with staff performance evaluations.

12) Assist in preparing the annual performance report.

13) Helps Associate Director Monitor the program budget which includes running campus financial reports and meeting with on campus personnel.

14) Analyze program data and write statistical reports pertaining the program’s efficiency and progress towards objectives.

15) Communicate with database administrators and campus administrators in order to collect accurate data for the program.

16) Keep detailed recruiting records at each Target School.

17) Assure that all guidelines, goals, and objectives of the Educational Talent Search Program are being met.

18) Under the direct supervision of the Program’s Director and Associate Director, the Coordinator will be responsible for developing a comprehensive program that will ensure the effective delivery of counseling and other supportive services to program participants.

19) The Coordinator will be assigned to visit designated target middle/junior high schools/high schools and perform the following duties:

   A) Provide counseling in such areas as personal academic, and career counseling
   B) Coordinate a comprehensive academic support services program; Identify and Screen, and make recommendations for the selection of program participants
   C) Ensure all staff are conducting their needs assessments of all program participants
   D) Ensure that our Student Success Coach is implementing the following new Competitive Preference Priorities CPP1-3: The ETS program will implement program services to promote science and 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. In addition, we will 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.). Out curriculum will deliver the crucial skills that employers are looking for while developing the virtuous habits of kindness, loyalty, and courage that leads to productive thoughtful citizens.

In Addition, the TRIO Talent Search staff and Coordinator, with the guidance of the Director and Associate Director, will ensure that all TRIO Staff members are doing the following:

20) Provide assistance for participants to complete applications for admission, financial aid, housing, and special programs

21) Assist in the supervision of our STEM mentoring component at our respective selected target schools; and ensure that all STEM/Peer mentor are adhering to their job descriptions: CPP 2 STEM Tutors Mentors: They will provide practical skills needed in course content (Science, Biology, physic, chemistry, computer science, and mathematics) while simultaneously introducing specific practical study approaches; for example, note taking and textbook reading skills and test taking strategies. Peer mentor will work with program participants, on an individual or small group basis, on matters relating to students’ academic, social, personal goals, problem solving, leadership development, career and job seeking skills, and/or economic survival practical needs of the participants.

22) Assign a TRIO Staff member to 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

23) Maintain evaluation procedures to assess the progress of participants by keeping accurate file

24) 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. Other responsibilities include: assures that all TRIO Advisors are following 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; 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. The TRIO Coordinator and Educational TRIO 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 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 weekend

HUMAN INTERACTION

- Demonstrated ability to work collaboratively with Target High School Counseling and Administration
- Ability to manage multiple projects
- Demonstrated knowledge of developmental and intrusive advising.
- Demonstrated understanding of High School Counseling, transfer counseling and/or career services theory and practice.
- Demonstrated understanding the student population and the needs of low income, first generation to college and student with disabilities.
- Ability to inform and guide others by applying principles of professional counseling in addressing specific situations.
- Ability to develop and apply inclusive advising methods that engage individuals of diverse learning styles, abilities, and backgrounds.
- Cultural awareness and competency demonstrated by working with and/or understanding of individuals of diverse identities such as socioeconomic level, sexual orientation, race, ethnicity and veterans including those with different levels of academic preparation, varying physical and learning abilities.

ESSENTIAL DUTIES – To Lead TRIO staff in the following Initiatives:

- Provide high quality developmental academic advising services
- Provide developmental advising to help students assess their skills, interests, and aptitudes; identify realistic career goals
- Develop individual educational plans; help students become increasingly capable of making informed educational and career decisions.
- computer science, and hands-on learning opportunities
- Assist program participants through the financial aid process to assist in applying in a timely manner.
- By working closely with four-year institutions/Community Colleges, and other institutions, the Coordinator will provide information and assist participants regarding admission to selective programs, major and course selection, financial aid information, graduation requirements, transfer to baccalaureate degree programs, and college policies and procedures.
- Assist participants with the scholarship application process including assistance in applying for education funds from sources at our respective Career Centers and other outside sources.
- Make sure TRIO participants participate in individual Advising/Registration Sessions, individual academic advising appointments, and other departmental initiatives when outside institution are invited to our respective target schools (BC, CSUB, Private institution etc.).
- Consult with UC/CSU/CC Private college faculty, staff, and administrators on behalf of program participants.
- Develop and offer skill building workshops to all our underclassmen
- Write letters of recommendation for participants for awards, scholarships, fellowships, and employment opportunities
- Develop and implement outreach strategies to recruit participants to the program
- Ensure that our STEM Component is following the listed procedures to be a Mentor: Must maintain a minimum cumulative G.P.A. of 3.0 and above and be of a STEM major; Undergraduates must be enrolled in at least 8 units each semester and understand they will be temporary, part-time employees under the supervision of the Educational Advisor or Students Success Staff; Demonstrate the desire and ability to relate to others in a positive manner; Be sensitive to the needs and lifestyle of at-risk and underrepresented students; Be able to communicate effectively with others; Must have his or her own mode of transportation and attend three days of TRIO training in late August or early September; Know about SAT/ACT preparation tests, financial aid, and the different types of postsecondary education; Provide tutoring and
study skills in Science, Biology, physic, chemistry, computer science, and mathematics; assist with the implementation of CPP 1-3.

- Plan cultural events, college campus tours, and department workshops and activities for program participants, chaperone program participants during four-year institution campus tours and other events.
- Develop relationships with local and regional four-year institutions and community organizations to support the needs of program participants.
- Assist students in the completion of a Financial and Economic Literacy program.
- Engage with students to support academic success, retention, and graduation/admission goals.
- Advocate for TRIO students by consulting with High School Counselors, Teachers, and other similar programs.
- Support the TRIO CSUB ETS program's mission and goals and participate in campus initiatives or trainings.
- Perform duties in accordance with policies and procedures.
- Perform other duties as required by the Director or Associate Director.

REQUIRED QUALIFICATIONS: A Masters’ degree is required (attach a copy of college degree/transcripts to application) and three 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 as well. 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 demonstrate ability to work effectively with multi-ethnic/multi-cultural students; pass a background/fingerprint check; 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: Three 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.

♦ A Master’s degree in job-related field is required - 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.
♦ 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 oneself 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:

The official California State University Bakersfield Auxiliary for Sponsored Programs Administration application is located at this link: https://www.csub.edu/bas/hr/_files/_Auxiliary_FILES/CSUB-Auxiliary-Employment-Application.pdf and must be completed in full and received in the Human Resources Office by 5:00 p.m. 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 to jobs@csub.edu and reference Auxiliary #162 in the subject line.

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 6-8 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. 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.