

WORKING TITLE	Assistant Director, Academic Advising
PAYROLL CLASSIFICATION	College Assistance Migrant Program (CAMP)
DEPARTMENT	Extended Education Specialist, II
STATUS	Full-Time Benefitted Exempt
POSTING DATE	June 20, 2024
POSITION NUMBER	2670

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Director of the College Assistance Migrant Program (CAMP), the Assistant Director, of Academic Advising will be responsible for the overall daily administration, management, supervision and evaluation of the CAMP program.

Specific duties include, but are not limited to:

- Ensure the program complies with the U.S. Dept. of Education regulations, administrative policies and legislation, governing the CAMP program;
- Ensure all recruitment and retention goals are met;
- Strictly adhere to CSULB's Grants and Contracts policies and CSULB Research Foundation Human Resources policies;
- Coordinate design and assist with supervision of all program components;
- Assist with participant assessment, monitoring/implementation of services and activities;
- Assist in monitoring line items and reconciliation with CSULB Research Foundation Business Office;
- Assist with the development, implementation and monitoring of administrative/professional policies, procedures and standards for the program;
- Participate in interviewing, hiring, training, supervising and evaluating employees;
- Contribute to the planning and facilitating of staff meetings;
- Maintain a close liaison with all CAMP partners including middle schools, high schools, campus programs and Community Agencies who assist in student referrals and monitoring;
- Responsible for data needed for the preparation of Annual Performance Reports to the U.S. Department of Education, CSULB and any other entities which may require them;
- Document and review the effectiveness of the program and its services;
- Recruit and assist in selection of CAMP participants through presentations at Migrant Education Program events;
- Conduct intake appointments;
- Participates in the supervision of the identification and selection of migrant students who would benefit from CAMP services;
- Serve as the primary source of academic, career, and personal advising for CAMP participants;
- Responsible for maintaining required documentation of individual CAMP participant files;
- Will identify and serve as the point person for referring participants to resources;
- Responsible for identifying and/or organizing workshops for CAMP participants;
- Responsible for assessing CAMP participants and developing an ILP for each participant;

- Active participation in the identification and selection of disadvantaged migrant students who would benefit from CAMP services;
- Be available to travel throughout the State of California to meet with various Migrant Education Regional Directors to coordinate referrals for eligible students;
- Must be self-directed, organized, and have the ability to work within a team setting;
- Must have the ability to use initiative and resourcefulness in planning, implementing, and evaluating program work assignments;
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

EDUCATION, SKILLS AND ABILITIES

- Bachelor degree with extensive experience working with Migrant Education required;
- Master's degree required in Education, Counseling, School Administration, College Student Personnel, or related field;
- Minimum five (5) years' experience working with Migrant Education or similar program for disadvantaged students;
- Minimum two (2) years' experience in advising and management in Migrant Education;
- Minimum two (2) years' experience working with FAFSA;
- Minimum two (2) years' experience working with CSU Apply;
- Experience designing, implementing and evaluating education services and activities;
- Experience working with students who are from disadvantaged migrant families/students;
- Knowledge of budget development and monitoring;
- Ability to relate to individuals at various levels of responsibility;
- Commitment to the goals and objectives of the program and to the mission of CAMP;
- Excellent written and oral communication skills in both English and Spanish;
- Must have the ability to work a flexible schedule regarding evenings and weekends, and especially extended hours during the summer months;
- High degree of initiative and ability to work without constant supervision is required;
- Must have experience working in team settings, work well with others, function well under pressure, handle multiple tasks concurrently, and remain professional at all times;
- Should be able to manage time effectively, prioritize tasks, and meet tight production deadlines;
- Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others, and possess a friendly and outgoing personality;
- Regular punctual attendance required;
- Must have a valid driver's license and insurance;
- Contribute to equitable and inclusionary work to support student-success that strengthen on retention and graduation;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment;
- Understand the importance of using inclusive language that does not promote gender/ethnic coding, discrimination, and/or selective pronoun usage for faculty, staff, and students;
- Provide resources and/or referrals to all students to support to academic success, basic needs, health and wellness, and/or creating a student-ready environment.

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the

offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

GRANT FUNDED EMPLOYMENT

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

COMPENSATION RANGE: Rate based upon experience

FILING DEADLINE: Open Until Filled

NOTE: In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By E-mail: FND-HRPAYROLL@CSULB.EDU (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary Applicant Affirmative Action Information Form below. Submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources

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APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is **voluntary**. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: _____

Date of application: _____

Position(s) applied for: _____

Gender: Male Female

Race/ethnic background (select one only):

- | | |
|--|---|
| Hispanic/Latino | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| White | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa. |
| Black/African American | Persons having origins in any of the black racial groups of Africa. |
| Asian | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| American Indian/Alaska Native | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment. |
| Two or more Races | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native. |

VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications of Protected Veteran listed below.

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

Disabled Veteran

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

Active Duty Wartime or Campaign Badge Veteran

Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmed-al2.asp>.

Armed Forces Service Medal Veteran

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

Recently Separated Veteran

Veteran who served on active duty and was discharged or released from active duty within the last three years.

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