

WORKING TITLE	Assistant Director, Outreach and Recruitment (CAMP)
PAYROLL CLASSIFICATION	Extended Education Specialist
DEPARTMENT	College Assistance Migrant Program (CAMP)
STATUS	Full-time Benefitted (Exempt)
POSTING DATE	06/25/2024
POSITION NUMBER	2671

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of the College Assistant Migrant Program (CAMP) Director, the CAMP Recruiter's primary responsibility is coordinating the outreach activities on behalf of the CAMP including presentations to migrant high school students; community organizations/agencies; school, parent, and community advisory committees.

Specific duties include but are not limited to:

- Recruit students for the CAMP program;
- Conduct outreach activities on and off campus;
- Assist students in correctly completing program(s) applications;
- Coordinate identification and application follow-up of CAMP eligible participants;
- Conduct home and site visits to CAMP applicants when deemed appropriate and necessary;
- Assist in the development of our Orientation Programs, guest lecturers and conduct participants' seminars.
- Assist in the coordination of advising, summer programs and registration;
- Conduct follow-up activities to ensure participants' completion of their respective program;
- Assist in the coordination between eligible transitional programs (SSS, EOP, etc.);
- Assist with week retreat for incoming students;
- Meet and coordinate recruitment activities as the Recruitment Team Leader;
- Coordinate activities with CAMP and the Migrant Education staffs. Meet weekly to discuss progress;
- Assist in the supervision of Student Assistants and Student Panels;
- Provide support services for field trips, guest lecturers, and personal and group counseling;
- Make referrals to other campus and community facilities and services;
- Provide supervision and training of all recruiting projects and activities;
- Travel throughout the state of California to meet with various Migrant Education Regional Directors to coordinate referrals for eligible students;
- Travel throughout Los Angeles County to meet with various Migrant Education Program, Region X staff to coordinate referrals for eligible participants;
- 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

- Master's degree in counseling, guidance, student personnel services or equivalent required;
- Minimum five (5) years' experience working with Migrant Education or job-related professional experience might be substituted for the Bachelor's degree;
- Minimum two (2) years' experience working with FAFSA;
- Minimum two (2) years' experience working with CSU Apply;
- Must demonstrate the skills and sensitivity necessary to work in a support role with under-represented, low-income students, with other university student services professionals and area school personnel in a multicultural setting;
- Experience working with minority students and their parents, community agencies, high schools and/or in the university setting is desired;
- Demonstrate ability to write concise, well-written reports and documents;
- Able to work some evenings and some weekends are required;
- Fluent Bilingual/biliterate (English/Spanish) skills required;
- 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;
- Good communication skills and be able to make motivational public presentations.
- Should be able to manage time effectively, prioritize tasks, and meet tight production deadlines;
- 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;
- Must maintain valid driver's license and insurance;
- Must have the ability to travel, reliable transportation and good driving record;
- Good people skills;
- Dress professionally;
- Must be able to accept constructive criticism, prioritize workload, be professional, 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.
- 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 is 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

- 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)