

<b>WORKING TITLE</b>	College and Career Advisor
<b>PAYROLL CLASSIFICATION</b>	Community Services Specialist II (N2212)
<b>DEPARTMENT</b>	Long Beach GEAR UP Project
<b>STATUS</b>	Fulltime, Hourly/Non-Exempt, Benefitted
<b>POSTING DATE</b>	September 4, 2024
<b>POSITION NUMBER</b>	2680

## OVERVIEW

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a federally funded program aimed to increase the college and career readiness of low-income first-generation, and underrepresented middle school and high school students in the Norwalk La Mirada school district. Under the direct supervision of the Director and Coordinator, the College and Career Advisor is responsible for the creation, implementation and oversight of services at assigned school sites, individualized student advising and mentoring, management of student and program data, supervision and mentorship of assigned part-time college aides and support assistants, as well as general administrative duties. Individuals must be committed to closing the opportunity and access gaps among low-income, first-generation to college, under-represented high school students.

## WORK LOCATION

The position will primarily work on-site at the assigned K-12 school site. Occasional travel to the operations office, located in Long Beach, CA., for team meetings and training is also required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### High School Site Programming

- Provide direct, frequent and on-going services to K-12 students in areas of college application, learning skills, academic achievement, financial aid, financial literacy and career preparation;
- Develop individualized student caseloads aligned with key GEAR UP initiatives (e.g., attendance, math/ELA pass rates, academic preparation, etc.);
- Design individualized academic plans for 300+ students, interventions and services to prepare for high school graduation requirements and college admission requirements;
- Assess student needs, set academic goals and formulate a comprehensive plan for assistance in collaboration with the student, parent, teachers, counselors, other agencies and community partners;
- Develop and execute online and virtual individual sessions, small group workshops, classroom presentations on college related topics for students, parents, families and school administrators;
- Communicate regularly with parent and/or guardian of students on roster to discuss academic progress, obstacles and needed efforts by students and parents. This should include in-person or virtual face-to-face contact, phone, e-mail and other as-needed communication opportunities;

- Build synchronous/asynchronous, small group and one-on-one course materials and resources to guide staff and school site personnel in the support of first-generation and low-income college bound students;
- Create best practices for engaging students and their families in applying to best-fit colleges, understanding/maintaining/improving college financial aid packages, preventing summer melt and survival plan for the first year of college;
- Research trends and identify actionable steps to implement at school sites (e.g., how social-emotional coping strategies and preparing for the rigor of college courses play a role in increasing persistence). Examine how College affordability, Financial Literacy, social-emotional coping strategies, and preparing for the rigor of college courses play a role in increasing persistence;
- Support district-wide student transition interventions from middle school to high school to post-secondary;
- Attend and participate in all meetings as required (e.g., GEAR UP team, weekly one-on-one, caseload management, school site counseling, district and professional development);
- Participate in other events aimed at promoting or developing GEAR UP and its schools;

### **Data Collection and Reporting**

- Responsible for tracking all student contacts (up to 800 per site) digitally and submitting in a timely manner. Monitor data compliance and accuracy of persistence related items such (contact information, schedule of courses, transcripts, financial aid, internships, etc.) using the program database;
- Assist with student data compliance and accuracy of persistence related items such (contact information, schedule of courses, transcripts, financial aid, internships, etc.) using the program database;
- Manage the development of technical persistence platforms (Powerschool, iReady, Compass, CA Dashboard, etc.) to inform key metrics leading towards increasing college persistence outcomes;
- Oversee the creation and organization of all student files and other documentation and/or records in accordance with CSULB Research Foundation, university, state, and campus guidelines;
- Provides analytical support to multiple audiences to ensure understanding and appropriate use, interpretation and application of persistence data;

### **Other Administrative Duties**

- Responsible for part-time college aide training in areas including but not limited to college admissions, financial aid, counseling and communication, professionalism, and student development for assigned college aide;
- Plan and participate in weekly/monthly team and 1x1 meetings with assigned college aide;
- Delegate daily/weekly tasks to support student programming, data collection, and general administrative duties to assigned college aide;
- Assists in hiring/screening/training of part-time college aids/student assistants
- 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's Degree required. Preferred degrees in in education, education counseling, public policy, sociology or a related field.
- Two (2) years of educational program coordination/counseling experience related to college access required.
- Bilingual Spanish helpful.
- Demonstrate knowledge of holistic academic support services, development of individualized service plans, financial aid literacy, college access programs and the California college systems.
- Experience working with a diverse student population and sensitivity to culture, race, ethnicity, gender identity, sexual orientation and socio-economic status.

- Strong attention to detail, especially for tracking and auditing. Experience that exhibits strong organizational skills and demonstrated ability to handle multiple tasks under pressure. Should be able to manage time effectively, prioritize tasks, and meet tight and frequent deadlines.
- High degree of initiative and ability to work without constant supervision is required.
- Flexible regarding work hours and has the ability to work overtime when necessary to meet deadlines and/or attend weekend trainings/workshops.
- Excellent oral and written communication skills. Social media communication skills are highly preferred.
- Demonstrate advanced skills in Microsoft Office programs (Word, Excel, PowerPoint, Publisher).
- Demonstrate the ability to work with diverse populations.
- Willing to travel to K-12 school sites, have reliable transportation and vehicle 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:** \$28.50 per hour

**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.

## BENEFITS

Active Part-Time Regular and Short Hour benefitted staff are entitled to pro-rated vacation/OPA accrual (min. 40 hours per pay period required to accrue), pro-rated holiday pay on days regularly scheduled to work and, after meeting eligibility requirements, enrollment in our retirement plan.

## 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](mailto: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](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

# 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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