

<b>WORKING TITLE</b>	College Aide
<b>PAYROLL CLASSIFICATION</b>	College Aide III N0221
<b>DEPARTMENT</b>	Upward Bound Programs
<b>STATUS</b>	Part-time, Benefitted, Non-Exempt, Hourly
<b>POSTING DATE</b>	02/25/2025
<b>POSITION NUMBER</b>	2693

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide direct, frequent, and on-going services (academic, advising, non-cognitive development) to the assigned caseload participants during the academic year as well as summer components. The caseload will be approximately 40 – 60 (varies on school) Upward Bound participants from local area high schools.
- Conduct student contacts via face-to-face, online, individual, small group, large group, and through other electronic modalities.
- Conduct participant recruitment presentations to students, parents, and community members in both small and large group, public and private settings.
- Ability to travel locally and nationally to fulfill program duties and training requirements.
- Supervises the day-to-day activities and support services for the office and related groups.
- Create collaborative relationships; provide leadership, referral resources and assistance to administrators, trustees, faculty, staff, students and community partners regarding inclusion, equity, diversity, and equal opportunity-related issues.
- 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

- Minimum of a Bachelor's degree required, or Master's degree preferred in Education, or other related field.
- Minimum (1) one year of advising experience with strong experience working with economically disadvantaged, first-generation to college students, and/or students with disabilities.
- Direct experience with TRIO programs and overcoming personal obstacles will receive stronger consideration.
- Demonstrated knowledge of holistic academic support services; development of individualized service plans; financial aid and literacy; and retention programs.
- Strong emphasis on task management-based, strengths-based, and non-cognitive pro-active advising techniques.
- Knowledge of college admissions, financial aid, and scholarships preferred.
- Technical ability to learn and build online courses in learning management systems like Google Classroom, Khan Academy, etc.
- Strong skills in attention to detail especially for federal tracking and auditing. Experience that exhibits strong organizational skills and demonstrated ability to handle multiple tasks under pressure.
- High degree of initiative and ability to work independently without constant supervision and manage time effectively, prioritize tasks, and meet tight and frequent deadlines.

- 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.
- Must be able to work flexible work hours and have the ability to work extended hours when necessary to meet deadlines and/or attend weekend trainings/workshops. The academic year workweek is Monday – Friday (occasional Saturdays and work hours after 5:00pm.) Extended hours may be required during the summer component.
- Contribute to equitable and inclusionary work to support student-success that strengthens 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 academic success, basic needs, health and wellness, and/or creating a student-ready environment.

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. 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.

## 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.

**COMPENSATION RANGE:** Hourly \$23.01 - \$32.00 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.

## 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 DocuSign or Email: FND-HR@csulb.edu

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 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.