

College and Career Advisor, GEAR UP

Position Details

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Open Date	06/18/2019
Working Title	College and Career Advisor, GEAR UP
Classification	Student Services Professional II
Department Name	Early Outreach & Support Pgms
Job Number	FP2019-649
Status	Priority Screening Deadline is Wednesday, July 24, 2019
Priority Screening Date	07/24/2019
Recruitment Status	Open Until Filled

Position Description

The University Corporation at Monterey Bay is an equal opportunity employer and committed to hiring personnel with competencies and experience related to the regional and State population. The University Corporation at Monterey Bay is a non-profit institution that is related and affiliated to the California State University, Monterey Bay. The University Corporation at Monterey Bay is a non profit 501©(3) public benefits corporation that is a recognized auxiliary organization of California State University and was established in July 1994. The University Corporation's mission is to further the educational purposes of the University. The University Corporation at Monterey is committed to a standard of excellence in the services it provides and in the quality of work expected of its employees.

PROGRAM SUMMARY

The GEAR-UP programs are an essential component of the Early Outreach and Support Programs (EOSP) Department. This discretionary grant program is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. GEAR UP provides seven-year grants to states and partnerships to provide services at high-poverty middle and high schools. GEAR UP grantees serve an entire cohort of students beginning no later than the seventh grade and follow the cohort through high school. Services provided by the program include: academic and study skill development; academic, financial, or personal counseling; assistance in securing financial aid; information about career options; an individualized success plan; participation in cultural and social activities; mentoring; and collaborative partnerships with the community.

POSITION SUMMARY

Under the direct supervision of the School Site Supervisor, with general oversight by the Associate Director of Gear UP, the College and Career Advisor will work with middle and high school students to make meaningful connections between career and college options and their school work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Deliver college and career curriculum to students.
- Collaborate with the GEAR UP school site team to plan and coordinate activities with college and university partners, and oversee the day-to-day operations of the college and career program
- Develop, plan, and implement college awareness curriculum partnering with postsecondary visits, networking with partner universities and colleges, summer experiences, and other innovative strategies designed to reach all students

- Coordinate and present workshops for parents and students on financial aid and scholarships, college survival skills, college search, college applications, transitioning to college
- Evaluate workshop and program activities and provide analysis
- Collaborate with the Career Pathways Specialist to ensure students are knowledgeable in the different pathways offered at the schools
- Collaborate with teachers and school leaders to integrate practices and strategies, which align with program goals
- Perform a variety of administrative duties in support of the GEAR UP grant including maintaining documentation files of all services, correspondence, reports, procedures, and presentations related to the GEAR-UP program; and developing outreach materials, including newsletters and social media sites.
- Serve as liaison between middle/high school faculty, staff, administrators, and CSUMB; attend GEAR UP school, college, community and partner meetings to promote the GEAR UP program
- Communicate clearly and effectively with individuals and groups of varying ages and cultural background to disseminate information, resolve problems, and clarify solutions.
- Handle sensitive and/or confidential documents and information where judgement and discretion are essential.
- Ensure confidentiality of all program records and other sensitive information.

OTHER FUNCTIONS

- Represent the GEAR UP programs at university functions and at statewide and national meetings, as necessary
- Attends relevant national, regional, and local professional development conferences, workshops and seminars
- Promotes and maintains an atmosphere of excellent internal and external customer service within the department and the campus community
- Performs other duties as assigned

PHYSICAL WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Knowledge, Skills and Abilities

- Knowledge of statewide efforts to promote sustainable college-going culture in schools
- General knowledge of the principles, practices and strategies currently used in improving access and retention support to low-income and educationally disadvantaged students
- Ability to gather and analyze data; ability to reason logically, draw valid conclusions and make appropriate recommendations; ability to participate in and contribute to group meetings, conferences, and interviews; ability to present clear and concise information orally and in written reports
- Ability to develop student support programs and activities related to assigned areas of responsibility
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged in sensitive situations
- Ability to establish and maintain cooperative working relationships with school administration, parents, students and community leaders
- Ability to work effectively and interdependently in a diverse school environment
- Ability to interpret and apply federal, state, and school policies and regulations pertaining to college and career readiness

- Ability to coordinate and oversee large groups of students especially on a field trip, excursion, or after-school program
- Demonstrated information and technical literacy
- The ability to multi-task, prioritize responsibilities and meet deadlines
- The ability to work both independently and within a team and collaborate on projects

Minimum Qualifications

- Equivalent to a bachelor's degree from an accredited college with major coursework in education, counseling or related field AND 2 years of professional experience in a student support program at a secondary and/or post-secondary level.
- A Master's degree or advanced coursework in Education, Counseling, Psychology, Social Work, or directly related field may be substituted for one year of the required experience.
- Strong communication and organizational skills
- Understanding of partner schools and target populations
- Demonstrated ability to interact successfully with a variety of constituencies including middle/high school and college personnel and partnership members

Specialized Skills

Preferred Qualifications

- A working knowledge of best practices in K-12 and higher education and academic counseling theories
- An understanding and analysis of various challenges that impact first-generation college students and low-income students and how to assist these students to college graduation
- Demonstrated understanding of and commitment to the CSUMB Vision Statement and the core values of mutual respect, collaboration and service orientation, multiculturalism and diversity, community service and institutional excellence
- Strong leadership, teambuilding, and group facilitation skills
- Any amount of proven work experience in a GEAR UP/TRIO Outreach Program
- Fluency in spoken and written Spanish

Special Conditions of Employment

Must be willing and able to work evenings and weekends and to travel in and out-of-state as deemed necessary to provide services to participants and attend professional development opportunities.

Position will require travel between campus offices and off-campus location. Experience with personal computers including word-processing, spreadsheet, databases, querying software, and email applications. Demonstrated experience that clearly provides evidence of the knowledge and skills required to perform each essential duty satisfactorily. The requirements identified above are representative of the knowledge, skills and/or abilities required. Must have own transportation, valid driver's license, and insurance, and the ability to complete a web-based training in defensive driving. Must continue to meet the established driving standards as a condition of employment. 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.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with University Corporation. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current University Corporation employees who apply for the position.

The University Corporation at Monterey Bay is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

All employees must be eligible for employment in the U.S.

This position is required to maintain confidentiality as outlined in the Department of Education's Family Educational Rights and Privacy Act (FERPA) and California's Educational Code Chapter 13 regarding sensitive student issues.

Please note: University Corporation employment is separate and distinct from CSU Monterey Bay or State of California employment. University Corporation employees are not employees of either CSUMB or of the state of California.

Compensation and Benefits

The monthly salary for this 11-month position is \$4,445.49 per month. This is an exempt position and as such is not eligible for the overtime provisions of the Fair Labor Standards Act. Benefits include medical, dental, vision and life insurance benefits, contributory retirement plan, TSA (403b), 13 paid holidays per year and other benefits. The University Corporation at Monterey Bay also provides access to affordable campus housing, [Employee Housing](#).

How to Apply

A completed online application and resume must be received by the University Corporation Human Resources by 5:00 p.m. on the priority screen date listed above to be guaranteed a

review. Application submissions received after the application screening date will be reviewed at the discretion of the Corporation. Materials submitted become the property of University Corporation at Monterey Bay and will not be returned. University Corporation at Monterey Bay will not fax application materials. For assistance or if you require an accommodation, please call (831) 582-3389, or TTD (800) 735 2929. For computer/online access you may visit the Tanimura & Antle Family Memorial Library (map) or our Student Service Center – first floor (map). For additional campus information visit CSUMB.edu. For information regarding the University Corporation visit CSUMB.org.

Quick Link for Job Posting

<http://csumb.peopleadmin.com/postings/5159>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a bachelor's degree?
 - Yes
 - No
2. * How many years of professional experience do you have in a student support program at a secondary and/or post-secondary level?
 - none
 - 1 to 2 years
 - 2 to 3 years
 - 3 to 4 years
 - 4 to 5 years
 - 5 or more years
3. * Briefly describe why you would like to work for the University and how your contributions would enhance the CSUMB Vision Statement.
(Open Ended Question)
4. * How did you hear about this employment opportunity?
 - Public Job Posting
 - Internal Job Posting
 - Agency Referral
 - Advertisement/Publication
 - Personal Referral
 - Website
 - Other
 - Magazine Article

Documents Required in Application

Required Documents

1. Curriculum Vitae/Resume

Optional Documents

1. Cover Letter