



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: Transfer Advisor

JOB #1171

(Classified as: STUDENT SERVICES PROFESSIONAL II)

Full-time temporary position available on or after February 15, 2012 and ending on or before September 30, 2012 with the Central Valley Hispanic Serving Institution (HIS) Cooperative Science, Technology, Engineering and Mathematics (STEM) Articulation and Transfer Project. Possibility of reappointment based on budget, department needs and job performance.

ESSENTIAL DUTIES: Under the general supervision of the grant Director, this position will assist in the design and implementation of the transfer and articulation model within Activity 1 of the STEM Articulation and Transfer Project. In collaboration with the community colleges, the Transfer Advisor will track and advise targeted students to ensure a seamless transfer to CSU Stanislaus in one of the STEM disciplines. This position will also collaborate and assist faculty teams to develop discipline-specific roadmaps. Duties include, but are not limited to:

- Establish and maintain direct contact with transfer students from collaborative institutions, Merced College and San Joaquin Delta College, to promote CSU Stanislaus STEM majors and provide information regarding admission and major requirements, procedures and timelines, financial aid, academic opportunities and student services available at CSU Stanislaus.
- Help coordinate and present at workshops, classroom presentations, fair participation, etc. Travel to local collaborative colleges on a regular basis.
- Track and advise individual prospective students, including reviewing documents required to inform major preparation, CSU admission, financial aid, scholarships and other service opportunities.
- Assist Programmer/Analyst in implementing the Pre-enrollment Prospect Pipeline and STEM student Degree Audit.
- Work with Advisors and administrators at collaborative colleges to collect and review student data information and help analyze activity progress and outcomes. Promote the prospect pipeline and run degree audit on a regular basis during advising meetings.
- Form part of the faculty articulation teams and help design discipline-specific roadmaps for the identified STEM majors.
- With Advisors from collaborative colleges, implement the roadmaps with transfer students, collect feedback and provide input to faculty articulation teams.
- Attend advisory and leadership team meetings, including preparing and assisting with monthly, quarterly, annual and ad hoc reports.
- Maintain current knowledge of University and collaborative colleges' courses, majors, prerequisites, general education, graduation requirements, procedures, rules and regulations, and other student services including financial aid and scholarship opportunities
- Other duties as assigned.

QUALIFICATIONS:

- Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field.
- Equivalent of two years of full-time professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A Master's degree in a job-related field may be substituted for one year of the professional experience.

PREFERRED QUALIFICATIONS:

- Demonstrated knowledge of PeopleSoft. Thorough knowledge of CSU transfer admission requirements and policies.
- Master's degree in a job-related field preferred.

SPECIALIZED SKILLS AND ABILITIES:

- Working knowledge of the practices, procedures and activities of the program to which assigned.
- General knowledge of the methods and problems of organizational and program management.
- Working knowledge of research and interviewing techniques and the principles of individual and group behavior.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Ability to obtain factual and interpretative information through interviews.
- Ability to reason logically; to collect, compile, analyze and evaluate data and make verbal and/or written presentations based on these data.
- Ability to advise students individually and in groups on routine matters where required.
- Ability to recognize multicultural, multisexed and multi-aged value systems and work accordingly.
- Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned, e.g., understanding of the CSU Stanislaus and collaborative institutions' (Merced College and San Joaquin Delta College) organization, procedures and activities.
- Excellent public speaking skills.
- Ability to interpret and apply program rules and regulations, ability to gather and analyze data and draw valid conclusions and make appropriate recommendations.
- Knowledge and extensive experience utilizing a personal computer and software applications for word processing spreadsheets, database management, internet communications and electronic calendaring systems.
- Ability to establish and maintain cooperative working relationships with faculty, administrators, student organizations, private and public agencies, and others in committee work and student advising and committee contacts.
- Demonstrated effective time management and organizational skills.
- Ability to work an adjusted schedule (evenings and weekends) as required.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment

SALARY RANGE: \$3,519 – \$5,002 per month plus excellent paid benefits. *Position will normally be hired at, or near, the entry rate.*

POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATIONS WILL BEGIN ON OR AFTER JANUARY 30, 2012

APPLICATION PROCEDURE: Qualified candidates should submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/staff/index.html), a resume and letter of interest to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382 · Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

1/13/2012