



# CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ [www.csustan.edu/HR](http://www.csustan.edu/HR)

## EMPLOYMENT OPPORTUNITY

### POSITION: EARLY OUTREACH / ADMISSIONS COUNSELOR

JOB #14/43

Full-time position, classified as Student Services Professional III, available on or after February 9, 2015 in Admissions and Outreach Services.

**ESSENTIAL DUTIES:** Under the general supervision of the Assistant Director of Admissions and Outreach Services (AOS), this position will be responsible for program development, implementation, coordination, and marketing of the University's early outreach program. This position is responsible for advising and developing an education pathway for students in the K-14 grade levels. Serve as the conduit between school staff, counselors, and prospective students and their families to provide information related to the matriculation of students to CSU Stanislaus. The incumbent is responsible for exercising sound, independent judgment and initiative, effective interviewing techniques, a cooperative and congenial attitude, and effective communication skills. Duties include, but are not limited to:

- Establish and maintain a direct relationship with elementary and junior high schools in Stanislaus County and the Stockton area, the Stanislaus County Office of Education, and with local community based organizations, such as Boys and Girls Clubs, Migrant Ed, etc. Identify and motivate prospective K - 14 students to attend/transfer to CSU Stanislaus.
- Provide individual and group counseling with prospective students, their parents, counselors and teachers to promote and provide detailed information and guidance about higher education, CSU Stanislaus academic programs, admission requirements and timelines; special admission programs, testing, housing, financial aid programs, and career planning; explain and interpret academic policies, degree requirements, and options for resolving problems related to achievement of student's educational goals; explain the lower-division preparation for majors that can be completed at the community college.
- Provide comprehensive detailed information and guidance about college preparatory courses, testing for admission purposes, advising to complete high school deficiencies, fees, general education, CSU graduation requirements, student life, clubs, and organizations, residential life, learning skills, and financial aid.
- Counsel students and parents on planning for college, how to prepare academically and financially, and overall college options. Provide a preliminary evaluation of progress toward completion of the lower-division major requirements, and guidance with regard to the proper selection of additional courses.
- Make admission decisions for transfer students. Determine the eligibility status and conditions for admission for students who do not meet regular admissions requirements.
- Travel to assigned schools and colleges information events. Collect and review school data, set application goals and attain established enrollment goals.
- Develop and facilitate admission presentations for elementary, junior, and high schools, community organizations, and community colleges.
- Coordinate all early outreach activities (e.g. events, school tours, presentations) with school administration and community based organizations, including campus visits with College Deans, Academic Department Chairs, and Student Affairs Directors to give students and parents a comprehensive view of college academic activities and student life.
- Assist with campus tours, overnight visits and other campus events related to student recruitment activities.
- Work with Assistant Director of AOS to establish goals, priorities, and strategies to facilitate the application, admissions and enrollment of prospective students.
- Develop and coordinate admissions messaging to prospective students, parents, community, and to early outreach population.
- Prepare demographic mid and annual year reports on outreach efforts and progress towards meeting program goals and objectives.
- Provide leadership; train, and supervise student assistants/university ambassadors. Attend training sessions and professional development conferences and meetings.
- Develop recruitment action plans for assigned region. Maintain a master calendar of activities events, and presentations and perform other duties as assigned.

### MINIMUM QUALIFICATIONS:

- Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and job-related conflict resolution.
- Equivalent of three years of progressively responsible professional student services work experience. (A master's degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience.)
- Possession and maintenance of a valid California Driver's license and good driving record. The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

### PREFERRED QUALIFICATIONS:

- Demonstrated one year in Admissions and Outreach Services. Master's degree in a job-related field. Excellent public speaking skills. (Bilingual – English and Spanish.)
- Ability to work an adjusted schedule (evenings and weekends) as required. Demonstrated effective time management and organizational skills.
- Demonstrated knowledge of CSU admission requirements and policies.
- Demonstrated knowledge and extensive experience utilizing a personal computer and software applications for word processing, spreadsheets, database management, internet communications and electronic calendaring systems.

### SPECIALIZED SKILLS AND ABILITIES:

- Ability to clearly express ideas and recommendations orally, as well as write clear and concise reports.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other programs or service areas and ability to interpret and apply program rules and regulations. Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- General knowledge of the principles, practices and trends of the Student Services field as well as general knowledge of the policies, procedures and practices of Admissions and Outreach services. Thorough knowledge of the principles of individual and group behavior. General knowledge of individual counseling techniques. Ability to obtain factual and interpretative information through interviews.
- General knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the campus. Working knowledge of student services programs outside the program to which immediately assigned. Working knowledge of the methods and problems of organization and program management.
- Ability to analyze complex situations accurately and adopt effective courses of action. Ability to advise students individually and in groups on complex student-related matters.
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
- Ability to carry out a variety of professionally complex assignments without detailed instructions.
- Ability to recognize multi-sexed and multi-aged value systems and work accordingly. Ability to establish and maintain cooperative working relationships with a variety of individuals.

**SALARY RANGE:** \$4,002 – \$5,701 per month plus excellent paid benefits.

**APPLICATION DEADLINE: JANUARY 16, 2015**

**APPLICATION PROCEDURE:** To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at [http://www.csustan.edu/hr/Employment\\_Opportunities/Staff/index.html](http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html)), a letter of interest and resumé to:

California State University, Stanislaus · Human Resources Department  
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3<sup>rd</sup> Floor)  
One University Circle · Turlock, CA 95382

For questions, contact Noelia Gonzalez (209) 667-3337

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. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: [http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary\\_Self-Identification\\_of\\_Disability\\_CC-305\\_SD\\_Edt1.24.14.pdf](http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edt1.24.14.pdf).

**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. 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. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: [www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html](http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html)

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