POSITION: ACADEMIC AND CAREER SUPPORT COORDINATOR
(Classified as: Student Services Professional III)

Full-time temporary position available on or after September 1, 2015 and ending on or before June 30, 2016 in Housing and Residential Life.

ESSENTIAL FUNCTIONS: Under the general direction of the Assistant Director of Housing and Residential Life, this position independently advises and guides housing residents in areas encompassing academic advising, career information resources, peer leadership development, and other academic-related support programs (e.g. mentors, study groups, etc.). This position makes recommendations to the Assistant Director regarding short- and long-term strategic goals. Duties include, but are not limited to:

- Maintain a highly visible presence amongst the residential community, characterized by on-going, pervasive and direct student contact to ensure an awareness of student trends and expectations.
- Oversee the Peer Academic Leader program, including the hiring, supervision, training and development of a diverse team of student peer leaders.
- Analyze resident demographic data relating to major academic support needs, GPA averages, probate candidacy, etc. to ensure housing academic support services reflect both the needs of the immediate community, as well as national academic trends. Adapt and revise operations to align with information garnered through data review and assessment.
- Promote the development of academic study skills amongst the resident student population through deliberate, consistent and well-planned one-on-one and group student interactions (e.g. time management, stress management, test taking tips and strategies, test anxiety, academic integrity, etc.)
- Challenge students to think about their decision-making and any associated impact to their academic success.
- Engage in student activities and events which promote self-reflection and result in measurable improvements to student success.
- Work with students to help them create individualized multi-year academic plans. Educate and empower students as needed.
- Lead first year and transfer student transition programs, including training of student mentors. Assist students with learning to understand and use the online degree audit program.
- Independently identify workshop topics and schedule an annual program of workshops. Ensure relevance of workshop topics each month based on student development growth theories, as well as the current demographic served within the housing population.
- Conceptualize, plan and implement Learning, Interest, and Intentional Living Communities. Work with the Assistant Director to formulate and implement communities within housing.
- Work with the Campus Advising Resource Center to identify and assist residents at academic risk. Liaison with these students to devise a plan to help them maintain their academic standing.
- Schedule weekly and/or monthly group sessions to address general academic advising topics.
- Provide general undergraduate advising support for housing residents (i.e. course selection, registration, catalog interpretation, academic standards, etc.)
- Provide career information and guidance to ease access of clarity of information relating to career options, job search strategies and employment upon graduation.
- Develop housing services and career counseling within the housing community which reflect the resident population, including minority students, non-traditional students, and returning students.
- Work with campus Career Services and campus academic departments to provide residents with information regarding career fields, employment opportunities, and specific employers for full-time, part-time, internship and study abroad, graduate school, and work-study opportunities. Assist students to take active responsibility for their career decision and job search.
- Provide career aptitude advising utilizing various resources (i.e. Myers-Briggs Type Indicator – MBTI, Career Coach, Strong Interest Survey, Strengths Finder, etc.)
- Plan and conduct housing meetings, mini-conferences, lectures, program tracks, etc. which relate to career guidance. Recruit internal and external speakers to discuss various career-related topics, including employer expectations, performance-based work, career options, etc. Partner with academic departments to co-sponsor major-related career focused programming (i.e. trip to hospital for nursing majors). Oversee programming budget for advising and career support, mentor activities, and other academic-related support costs.
- Provide emergency response, contingency planning, and 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. (Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.)
- 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. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

PREFERRED QUALIFICATIONS:

- Experience training, team-building and supervising employees. Experience in workshop and program development.
- Demonstrated direct experience with academic advising in a higher education setting.
- Demonstrated computer literacy with Microsoft Office applications, e.g. Word, Excel, Outlook, and ability to learn databases (e.g. PeopleSoft, StarRez)
- Ability to work evenings and nights, one to two nights per week, as required.
- Specific, work related, knowledge of career guidance, including: software and assessment instruments, career development, job search processes.

SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES:

- Working knowledge of the methods and problems of organization and program management. Ability to clearly express ideas and recommendations orally, as well as write clear and concise reports.
- Demonstrable 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.
- Working knowledge of student services programs outside the campus and other related support programs.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range programs improvements. Ability to obtain factual and interpretative information through interviews and other resources.
- 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 the programs area to which assigned. General knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the campus. Ability to analyze complex situations accurately and adopt effective courses of action.
- General knowledge of individual counseling techniques. Ability to advise students individually and in groups on complex student-related matters.
- Ability to recognize multi-sexed and multi-aged value systems and work accordingly.
- Ability to determine appropriate courses of action and proper techniques to utilize while engaging with individuals in personal interactions of an argumentative or sensitive nature.
- Ability to interpret and evaluate descriptive 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.
- Thorough knowledge of the principles of individual and group behavior. Ability to establish and maintain cooperative working relationships with a variety of individuals.

SALARY RANGE: $4,082 to $5,815 per month; plus excellent paid benefits.

OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN AUGUST 18, 2015.

APPLICATION PROCEDURE: To be considered, qualified candidates must submit a completed CSU employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html), resume, and cover letter 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

For questions, please contact Rebekah Gregory (209) 664-8615

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department 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:


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

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS 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. CLEARY ACT: IN COMPLIANCE WITH THE JEANNE CLEARY DISCLOSURE OF CAMPUSS安全 AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: www.csustan.edu/images/campusrmex/statistics/index.html.

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

8/5/15