POSITION: Mentor Coordinator

SCHEDULE: Full-Time, 11/12-Month, Benefited, Hourly, Non-Exempt

LOCATION: Chico STEM Connections Collaborative (CSC2) as the Mentor Coordinator

ESSENTIAL JOB FUNCTIONS: The main goals of this program are to support Hispanic Low Income (HLI) students matriculate through the fields of science, technology, engineering and mathematics (STEM). Working under the direction of the Director, the Mentor Coordinator manages the day-to-day activities of the STEMCAT mentoring program. Duties include providing training, intensive guidance and motivational support to student mentors; in the STEM fields under the Colleges of: Agriculture; Engineering, Computer Science, and Construction Management; and Natural Sciences. The Mentor Coordinator will recruit, hire, train, and evaluate student employees to provide mentoring for participants.

Critical Tasks Include:

- Establish program objectives consistent with organizational goals and mission.
- Oversee the provisions of day-to-day program activities in accordance with established requirements, standards and goals.
- Allocate and monitor work assigned to program mentors providing ongoing feedback and regular appraisal.
- Oversee proper record keeping and reporting including activities and events conducted.
- Ensure the tracking and evaluation performance measures of the random control trial study used for the program.
- Work closely with Director and Evaluator to adhere to the goals and objectives of the study. (Bettinger and Baker study: The Effects of Student Coaching in College).

EMPLOYMENT STANDARDS: Graduation from a four-year college or university (by the starting date) in one of the behavioral sciences, public or business administration, or a job-related field with equivalent to two years of professional experience in one of the student services program areas, or in a related field. A Master’s degree in a job-related field may be substituted for one year of professional experience. Demonstrate ability to plan, schedule, and coordinate activities; compile and prepare written reports. Experience working in a multi-ethnic environment; prior experience in mentoring, advising (personal, career, and academic counseling) or work with college students is preferred. Ability to pass a pre-employment background check including Live Scan fingerprinting.

COMPENSATION: $20.07 per hour, 11 months per year + benefits. Pay commensurate with experience. Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. Incomplete application packets will not be accepted. Open until filled. Application review begins October 21, 2016.

BY MAIL:  
CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, CA 95929-0246  

IN PERSON:  
CSU, Chico Research Foundation  
25 Main Street, 2nd Floor suite 206  
Chico, CA

BY EMAIL:  
rfhrjobs@csuchico.edu

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

For questions, please contact the Research Foundation Human Resources office:

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.