POSITION: Program Advisor
Full-Time / Benefited / Salaried / Exempt

RECRUITMENT ID: 557

LOCATION: TRIO Upward Bound Program, Student Services Center

COMPENSATION: $3,640/month + benefits; mileage reimbursement

ESSENTIAL JOB FUNCTIONS: Under the general direction of the Upward Bound Director, the Program Advisor oversees a caseload of 70 participants from six target area high schools in the CSU, Chico service area. The Program Advisor provides ongoing guidance, support and resources to 9-12th grade participants from low income backgrounds in preparation for them to enter and graduate from college. This is a 12-month position with evening and weekend work required occasionally, particularly during the six-week summer residential program. Upward Bound is a federally funded grant program (currently in the beginning of year 1) with a strong probability of renewal.

- Monitor student academic progress and maintain appropriate electronic and written documentation in student files.
- Assist with recruiting, screening and recommending participants that meet eligibility requirements.
- Collaborate with target school personnel to provide appropriate academic and career guidance to participants.
- Develop and conduct student centered workshops (college entrance requirements, financial literacy, career exploration, study and life skills, etc.)
- Oversee aspects of the online tutoring program and develop tutor training material.
- Create programming and curriculum for the summer instructional program.
- Coordinate and chaperone college visitation trips outside of normal business hours.
- Assist with recruiting, hiring, training, supervising and evaluating part-time personnel.
- Oversee aspects of the career exploration component during the summer program.
- Assist with data collection and analysis for annual performance reports.
- Perform other related duties as needed to meet the objectives of the Upward Bound Program.

EMPLOYMENT STANDARDS: Requires a Bachelor’s degree (counseling, education, social work or closely related field preferred). Requires a minimum of two years of experience working with educationally and economically disadvantaged populations; knowledge of the college admissions process, financial aid opportunities and high school graduation requirements; experience working with public school personnel and community agencies required. Must possess professional writing and public speaking skills, the ability to exercise good judgement, strong organizational and planning skills, the ability to manage multiple projects/tasks, and adhere to deadlines. Possession of a valid California driver’s license, reliable vehicle and automobile liability insurance is required. Must possess a good driving record and participation in the DMV Employer Pull Notice Program (driving record) will be required upon hiring. The candidate must clear fingerprinting and a Department of Justice background check to begin employment.

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.
PREFERRED QUALIFICATIONS: Bilingual skills in Hmong or Spanish; experience working with educational equity or TRIO programs. Experience successfully matriculating in higher education as a first-generation and/or low-income student is also preferred.

BENEFITS: 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.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Two letters of recommendation

APPLICATION DEADLINE: Open Until Filled: Application review begins September 8, 2017. Applications received after September 7, 2017, may not be considered.

BY MAIL:
CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

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

BY EMAIL:
rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

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

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

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