Position Opening

POSITION: Assistant Director – CSE Employees Only  
STATUS: Full-time / Benefitted / Hourly / Non-exempt  
COMPENSATION: $28.00 - $33.00 per hour  
DEPARTMENT: TRIO Educational Talent Search (ETS)  
LOCATION: CSU Chico Student Services Center 470 and Target School sites  
RECRUITMENT ID: 127  
RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: This is a five-year federal TRIO grant position (currently in second year of grant cycle) with strong possibility of renewal. The program provides services to 1,325 low-income, first-generation, college bound students at 24 junior and senior high schools in the Chico State service area. ETS has been funded at Chico State since 1990.

Under the supervision of the Educational Talent Search director. Support to supervise/mentor advisors, academic coordinator and student staff. Represent the director in their absence. Provide input to the director for performance reviews, assist in collection of data for Annual Performance Report due to the Department of Education, support of academic coordinators with constant improvement and implementation of curriculum, assist in the hiring and training of new staff, track and support program alumni, maintain a partnership with the Educational Opportunity Program and other partners on and off campus. Must be highly motivated, flexible and have the ability to work in various educational settings. Maintain participant caseload of approximately 260 6th-12th graders at various school sites. Develop, implement, monitor and maintain educational plans for each assigned participant. Develop and present grade appropriate lesson plans and curriculum. Responsible for providing workshops to students in such areas as high school preparation and graduation, educational goal setting, transcript review, postsecondary admission requirements, study skills, financial aid, major/career exploration and matriculation into postsecondary education. Provide academic counseling, guidance and motivation to students. Participate in the recruitment and selection process of program participants utilizing transcripts, teacher/counselor recommendations and student assessments. Foster and maintain effective working relationships with personnel from selected junior/senior high schools in the Chico State service area, community colleges, universities and community agencies. In collaboration with other staff, responsible for the planning and coordination of conferences, campus visits, field trips, summer programs, outside speakers and cultural activities. Establish, maintain, and document confidential participant records and contacts. Assists with the collection of data and surveys to report program outcomes. Drive to school sites that may be an hour away from Chico State. Support of ETS social media content. Occasional evening and weekend work required. Will perform other related duties as needed to meet objectives of the ETS program. Some evening and weekend work required.
EMPLOYMENT STANDARDS: Bachelor’s degree in counseling, education, psychology, social work or closely related field required. Requires two-years of equivalent experience. Equivalent work experience would include working with educationally and economically disadvantaged populations. Experience in providing workshops and educational activities to large and diverse groups. Knowledge and experience in developing and maintaining effective working relationships with personnel in junior/senior high schools. Demonstrated interpersonal skills, sensitivity, and the ability to relate to program participants and parents. Possess professional writing and public speaking abilities; computer proficient including Microsoft Word and Excel; ability to manage multiple projects/tasks and adhere to deadlines. Possess valid California driver’s license, reliable vehicle and automobile liability insurance. Must possess a good driving record and participation in the DMV Employer Pull Notice Program (driving record) will be required. Subject to background investigation including fingerprints and photographs.

DESIRABLE QUALIFICATIONS: Bilingual proficiency (oral and written) in Spanish, Hmong or Punjabi highly desirable; demonstrated ability and experience working with parents, proficiency in MS Office and Google applications; BLUMEN database; ability to manage multiple projects/tasks and adhere to deadlines; experience working within educational equity or TRIO programs; knowledge of Chico State service area.

Must be a current CSE Employee.

COMPLIANCE REQUIREMENTS:
- Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

BENEFITS:
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by April 11th, 2024. Documents submitted after this date may not be considered.
- Resume
- Cover Letter
• Chico State Enterprises Application
• Three References

BY DROP BOX: https://csuchico.app.box.com/f/44c1509cbd7c4903ae4ea0293f1fa62b
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:
Chico State Enterprises 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 Enterprises’ 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.