Position Opening

POSITION: Educational Talent Search Advisor

STATUS: Full-Time / Benefited / Hourly / Non-Exempt / 11-month position

COMPENSATION: $21.89 - $24.00 per hour

DEPARTMENT: TRIO Educational Talent Search

LOCATION: This position will be located at Chico State Student Services Center Office and target school sites.

RECRUITMENT ID: 128

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: Under the supervision of the project director and assistant director.

- Must be highly motivated, flexible and have the ability to work in various educational school sites.
- Responsible for maintaining ETS participant caseload of 250 at five school sites.
- Provide individual and group workshops in areas such as high school preparation and graduation, educational goal setting, transcript review, postsecondary admission requirements, study skills, financial literacy, financial aid, major/career exploration and matriculation into postsecondary education.
- Develop, monitor and maintain educational plans for each participant.
- Create and present grade appropriate lesson plans and engaging curriculum.
- Provide academic counseling, guidance and motivation to students.
- Participate in the recruitment and selection process of program participants utilizing teacher/counselor recommendations, student assessments and transcripts.
- 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, and cultural activities.
- Provide supervision on field trips.
- Establish, maintain, and document confidential participant records and contacts.
- Assist with data collection and analysis for annual performance reports.
- 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.

EMPLOYMENT STANDARDS: Bachelor’s degree in counseling, education, psychology, social work or closely related field required.

- Requires one-year 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.
• Ability to communicate with students, parents, administrators, public and private agencies and possess basic
  knowledge of the psychological, behavioral and educational issues affecting the learning potential of first-generation college students from low-income and underrepresented backgrounds.
• Possess professional writing and public speaking abilities; computer proficient including Microsoft Word and Excel; ability to manage multiple projects/tasks and adhere to deadlines.

PREFERENCES:
• 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.

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 15th, 2024. Documents submitted after this date may not be considered.
BY DROP BOX:  https://csuchico.app.box.com/f/415ed6b65ade4fdbbe5f586404147e4a
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.