Position Opening

POSITION: Program Coordinator
STATUS: Full-time / Benefitted / Salaried / Exempt
COMPENSATION: $70,000 - $77,000 per year
DEPARTMENT: Project Rebound
LOCATION: CSU Chico Campus
RECRUITMENT ID: 178

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: Chico State’s Project Rebound is seeking to hire a Program Coordinator to support the operation and expansion of the program. The coordinator will oversee the day-to-day operations of the program, which includes, but is not limited to, supervising student staff, maintaining student records, and managing the budget. The coordinator will facilitate the recruitment and retention of formerly incarcerated students who qualify for the program, by outreaching to carceral facilities, educational spaces, and community organizations in the North State; by leading the assessment of each student’s unique academic and holistic needs; and by connecting students with Chico State and community services that will aid them in their matriculation and retention.

Typical duties include, but are not limited to, the following:

Program Management 35%
- Provide general supervision to paid student staff and to volunteers/interns;
- Manage budget planning, including overseeing all purchases for the program, all requisitions for contracts, purchase orders, and getting approval on all expenditures;
- Co-facilitate weekly Project Rebound staff meetings and attend additional meetings as needed;
- Act as a liaison between Project Rebound and campus services such as Admissions, Financial Aid, the Career Center, the Accessibility Resource Center, the Basic Needs Program, and other services and departments that further promote the success of Project Rebound students;
- Collect statistical data and reports on admissions, retention, and graduates;
- Conduct an annual comprehensive assessment of Project Rebound programming and services;
- Assist in the search for additional grants and other funding sources to help the program expand;
- Keep up-to-date on carceral and education policy and research that could affect Project Rebound students.

Recruitment and Outreach 30%
- Evaluate Project Rebound student applications for program eligibility;
- Provide on and off site advising to incarcerated and formerly incarcerated prospective students, including but not limited to, evaluating high school/community college transcripts, assistance in completing financial aid applications, including the Free Application for Federal Student Aid (FAFSA) application, and providing letters of support where appropriate.
• Represent Project Rebound at events for prospective students, including early outreach programs, continuation schools, community colleges, and carceral education programs;

• Prepare and conduct presentations on Project Rebound program requirements and services to educational institutions, community-based organizations, and other potential partner spaces.

Retention 35%

• Facilitate weekly cohort meeting of current Project Rebound students;

• Connect students with appropriate on-campus and off-campus resources that address students' educational, social, and academic development needs;

• Develop and implement activities that will foster social/personal development and workshops that will foster life/career skills needed to succeed post-graduation;

• Provide letters of support where appropriate for student scholarships, graduate school applications, and job recommendations, as well as for student academic appeals such as financial aid SAP petitions and reinstatement petitions;

• Oversee the delivery of direct financial support services such as books, school supplies, transportation, meals, application and test fees, graduation costs, regalia, etc, based on available resources.

EMPLOYMENT STANDARDS:

Minimum Qualifications

• Bachelor’s degree in one of the behavioral or social sciences, public or business administration, or a related field;

• Minimum two (2) years of professional experience running a student support program related to duties and responsibilities specified; equivalent experience considered;

• Working knowledge of Microsoft Office, including Word, Excel, Outlook, and Teams;

• General knowledge of organizational and program management;

• Experience collecting, analyzing, and evaluating data and making verbal and written presentations based on data;

• Effective interpersonal, oral, and written communication skills and other skills necessary to successfully engage with key stakeholders on and off campus on issues that impact justice-involved students;

• Willingness and ability to recruit, train, and support student staff and volunteers;

• Demonstrated ability to work cooperatively and effectively with diverse groups;

• Demonstrated ability to work independently to complete assigned projects in a timely manner;

• Willingness to work irregular hours, including evenings and weekends, with advance notice.

Preferred Qualifications

• Direct, personal experience with incarceration;

• One or more years of experience working with incarcerated and/or formerly incarcerated populations;

• Demonstrated experience in addressing the needs of economically disadvantaged, first generation, and ethnically diverse students;
• Supervision experience;
• Working knowledge of postsecondary admissions and financial aid processes and criteria;
• Working knowledge of Chico State Enterprises and/or Chico State policies, procedures, and operational systems, such as CSE Marketplace and PeopleSoft;
• Working knowledge of resources in Butte County and/or surrounding counties in the North State area.

COMPLIANCE REQUIREMENTS:
• 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; 15 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 August 23rd, 2024. Documents submitted after this date may not be considered.

• Resume
• Cover Letter
• Three Professional References

BY DROP BOX: https://csuchico.app.box.com/f/f78c45df25ec42fe86c7e5964dd65aab
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.