POSITION: Assistant Director (Only open to current Chico State Enterprises employees)
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 778
LOCATION: TRIO Educational Talent Search; Candidate must be a California resident at the start of the position
COMPENSATION: $27.50 per hour

ESSENTIAL JOB FUNCTIONS: This is a five-year federal TRIO grant position (currently in last year of grant cycle) with strong possibility of renewal. The program provides services to 1,328 low-income, first-generation, college bound students at junior and senior high schools in the CSU, Chico service area. ETS has been funded at CSU, Chico since 1990.

Under the supervision of the Educational Talent Search director, the assistant director will:

- Hire, train, supervise/mentor and evaluate advisors
- Provide support of academic coordinator(s) and other program staff
- Provide input to the director for performance reviews, represent the director in their absence, and assist in collection of data for Annual Performance Report due to the Department of Education
- Possess knowledge of ETS goals, objectives and federal regulations
- Support of academic coordinator(s) 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 EOP program and other partners on and off campus
- Responsible for maintaining ETS participant caseload and providing workshops in areas such as high school preparation and graduation, educational goal setting, transcript review, postsecondary admission requirements, study skills, ACT and SAT preparation, financial aid, career exploration and matriculation into postsecondary education
- Develop, implement, monitor and maintain educational plans for each participant
- 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 CSU, Chico service area, community colleges and community agencies
- In collaboration with other staff, responsible for the planning and coordination of grade appropriate conferences, campus visits, field trips, outside speakers, special topics workshops, and cultural activities
- Establish, maintain, and document confidential participant records and contacts
- Support of ETS social media content
- Must be highly motivated, flexible and have the ability to work in various educational settings
- Occasional evening and weekend work required
- Will perform other related duties as needed to meet objectives of the ETS program

EMPLOYMENT STANDARDS:
Required Qualifications
- Requires 2 years of progressively responsible ETS Advisor experience
- Bachelor’s degree in counseling, education, psychology, social work or closely related field required
- Three years of professional experience 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

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
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.
Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• 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
• Support of ETS social media content.
• 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.

Desired Qualifications
• Master’s degree
• Bilingual proficiency (oral and written) in Spanish, Hmong or Punjabi
• BLUMEN database
• Knowledge of CSU, Chico service area

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%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
• Resume

APPLICATION DEADLINE: Application deadline is June 27, 2021.
Applications can be submitted:

BY EMAIL:
csejobs@csuchico.edu

BY DROPBOX:
https://csuchico.app.box.com/f/ca0bb75121254fe78b73f46618ba3887

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

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.