

POSITION OPENING

CHICO STATE | ENTERPRISES

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Advisor (2 Positions)

11-Month (One month off in July) / Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 787

COMPENSATION: \$20.50 per hour

LOCATION: TRIO Educational Talent Search; Candidate must be a California resident at the start of the position

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 24 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 and assistant director, the advisor will have the following duties:

- Must be highly motivated, flexible and have the ability to work in various educational school sites.
- Responsible for maintaining ETS participant caseload.
- Provide 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, major/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, universities and community agencies.
- In collaboration with other staff, responsible for the planning and coordination of grade appropriate curriculum, 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.
- 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.
- Possess professional writing and public speaking abilities; computer proficient including Microsoft Word and Excel; ability to manage multiple projects/tasks and adhere to deadlines.
- 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.

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.

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 August 9, 2021.

Applications can be submitted:

BY EMAIL:

csejobs@csuchico.edu

BY DROPBOX:

<https://csuchico.app.box.com/f/9f2cb643c74b4a1399f9560bfb46c594>

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.

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.