POSITION: Student Development Coordinator
11-month position / Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 789
COMPENSATION: $22.55 - $25.17 per hour
LOCATION: TRIO Student Support Services; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: TRIO Student Support Services (SSS) assists first-generation college students from low-income backgrounds in making a positive transition to CSU, Chico and the surrounding community with the explicit goal of increasing their retention and graduation rates at CSU, Chico. SSS offers a comprehensive program of transitional and support services including special orientation sessions, group instruction on topics pertaining to college success, tutoring, academic advising, financial literacy, learning assistance, noncognitive skill development, career exploration, and graduate school preparation to all eligible students. TRIO Student Support Services is a federally funded grant program (currently in year one) with a strong probability of renewal.

Under the supervision of the Project Director, the Student Development Coordinator is responsible for the planning, implementation, and integrity of the project’s programming, services, and activities, which are designed to enhance the academic standing, retention, and graduation rates of participants.

- Coordinates the project’s first-year enrichment program, including the summer orientation program (FOCUS), first-year seminar, and all first-year student services.
- Oversees aspects of the field school component of the first-year enrichment program through collaboration with the Department of Recreation, Hospitality, and Parks Management.
- Coordinates the second-year financial wellness program, transfer student orientation program (STEP), and student mentor program.
- Provides comprehensive needs assessments, academic planning, and on-going monitoring of participants’ progress toward earning their bachelor’s degree.
- Provides individual and group advisement and coaching on topics pertaining to academic, non-cognitive, financial, career, and personal matters.
- Monitors student progress (academic, financial, and personal) and maintains appropriate electronic and written documentation in student files.
- Needs-based student advising (one-on-one and in groups).
- Coordination of program events.
- Develop and conduct student-centered workshops (study and life skills, financial literacy, career exploration, graduate school preparation, etc.).
- Coordinate and chaperone graduate school visitation and other field trips outside of normal business hours.
- Assist with recruiting, hiring, training, supervising and evaluating student employees and interns.
- This is an 11-month position with evening and weekend work required occasionally during the academic year.
- Encourage holistic student development of participants by coaching them through participation in tutoring, workshops, community building, cultural activities, budgeting, and other high impact activities.
- Assist with data collection and analysis for annual performance reports.
- Perform other related duties as needed to meet the objectives of the TRIO Student Support Services Program.

EMPLOYMENT STANDARDS:

- Requires a Bachelor’s degree (counseling, education, social work or closely related field preferred).
- Requires a minimum of two years of experience working with educationally and economically disadvantaged populations.
- Must possess professional writing and public speaking skills, the ability to exercise good judgement, strong organizational and planning skills, the ability to manage multiple projects/tasks, and adhere to deadlines.
- Must have the ability to communicate with students, faculty, 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.

- Candidate must be in possession of valid driver’s license and automobile liability insurance.
- The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. 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.
- The CSU and Auxiliaries will require faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19. In order to meet the September 30th requirement, employees at CSU, Chico, should wait no longer than August 16th to obtain their first vaccination shot. The systemwide policy is currently under development. Selected candidates should be prepared to comply with this requirement.
- Compliance training completion (approx. 4 hours of work time) is required of this position within the first 30 days of work. Employees not meeting this requirement may be released from employment.

PREFERRED QUALIFICATIONS:
- Experience working with educational equity or TRIO programs.
- Experience successfully matriculating in higher education as a first-generation and/or low-income student is also preferred.

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 17, 2020.
Applications can be submitted:

BY EMAIL:
csejobs@csuchico.edu

BY DROPBOX:
https://csuchico.app.box.com/f/9ac4c1de5a6f499a88f8a367469e8b52

For questions, please contact the Chico State Enterprises recruitment team at csejobs@csuchico.edu or visit our website at 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.