POSITION OPENING

POSITION: TRIO Upward Bound Program Advisor
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 896
COMPENSATION: $24.00 per hour
LOCATION: This position requires in-person work located on the Chico State campus. TRIO Upward Bound Program Office, Student Services Center, Room 392.

This is a six-year federal grant position (currently starting year one of grant) with strong probability of renewal. The program, located on the California State University, Chico campus, provides services to low-income, first generation, college bound high school students in the CSU, Chico service area. Upward Bound has been funded at CSU, Chico since 1966.

ESSENTIAL JOB FUNCTIONS: Reports to the Upward Bound Director. Must be highly motivated and have the ability to work in various educational settings.

- Develops, implements, monitors and maintains educational plans for each participant.
- Knowledge of college admission requirements, financial aid programs and application (FAFSA).
- Provides academic counseling, guidance and motivation to students.
- Participates in the recruitment and selection process of program participants utilizing transcripts, standardized test scores and student applications.
- Fosters and maintains effective working relationships with personnel from selected high schools in the CSU, Chico service area, community colleges, universities and community agencies.
- In coordination with other staff; plans, coordinates and/or participates in workshops, conferences, summer program, field trips and campus tours.
- Establishes, maintains, and documents all student records and contacts.
- Evening and weekend work required during summer residential program.
- Will perform other related duties as needed to meet objectives of the Upward Bound program.

EMPLOYMENT STANDARDS:

- Requires Bachelor’s degree in counseling, education, psychology, social work or related field.
- Requires one year full-time 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 high schools.
- Demonstrated interpersonal skills include, sensitivity, and the ability to relate to program participants and parents.
- Must possess professional writing and public speaking abilities, computer experience, ability to manage multiple projects/tasks, and adhere to deadlines.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico's Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

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.
PREFERRED QUALIFICATIONS:
- Bilingual skills in Spanish.
- Demonstrated ability and experience working with parents.
- Proficiency in MS Office applications, e-mail, Internet usage.
- Experience working with educational equity or TRIO programs.

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.
- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

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 September 12, 2022. Documents submitted after this date will not be considered.
- Cover Letter
- Resume
- Three Professional References

BY DROP BOX: https://csuchico.app.box.com/f/65f4eac0c5004630801ab8253c714216
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.

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