POSITION OPENING

POSITION: TRIO Upward Bound Program Advisor
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 735
LOCATION: TRIO Upward Bound Program, Student Services Center

This is a five-year federal grant position (currently in year three) 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.

COMPENSATION: $22.00 per hour

ESSENTIAL JOB FUNCTIONS:

- Reports to the Upward Bound Director.
- Must be highly motivated, flexible and have the ability to work in various educational settings.
- Develops, implements, monitors and maintains educational plans for each participant.
- Responsible for providing workshops to students in such areas 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.
- Provides academic counseling, guidance and motivation to students.
- Participates in the recruitment and selection process of program participants utilizing transcripts, 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.
- Possession of a valid California driver’s license, reliable vehicle and automobile liability insurance is required. Must possess a good driving record and participation in the DMV Employer Pull Notice Program (driving record) will be required.

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.
Subject to background investigation including fingerprints and photographs.

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

**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:
- Chico State Enterprises application
- Cover letter
- Resume
- Three professional references
- Two letters of recommendation

**APPLICATION DEADLINE:** Application deadline is September 7, 2020. Applications received after September 7, 2020 may not be considered.

Applications can be submitted:

**BY EMAIL:**
[cs.jobs@csuchico.edu](mailto:cs.jobs@csuchico.edu)

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