POSITION OPENING

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

POSITION: Student Success Coordinator
Full-Time / 11-Month / Benefited / Non-Exempt / Hourly

RECRUITMENT ID: 698
LOCATION: Offices of Undergraduate Education, Student Services Center, Suite 460
COMPENSATION: $24.92 per hour

ESSENTIAL JOB FUNCTIONS: The Student Success Coordinator helps to implement Adelante: A Postbaccalaureate Pipeline Program, a Department of Education “Developing Hispanic Institutions” Title V grant, under the general direction of the Dean of Undergraduate Education. The purpose of this position is to improve the retention and graduation rates for Hispanic and low-income college students and to develop their interests in and preparations for postbaccalaureate education.

Program Management:
- Collects, records, verifies, and processes all program student assistant timesheets.
- Facilitates the process for awarding and tracking funds to the faculty and graduate students participating as mentors in the Adelante Wayfinders program.
- Facilitates the process for awarding student participants funds for copying and materials costs associated with the Wayfinders program.
- Collects data and assesses the program outcomes as part of the program’s annual reports.
- Enrolls student participants in program related courses and workshops.
- Collaborates with the University Registrar office to maintain student groups for assessment purposes.
- Works closely with other Adelante program coordinators and supervisors.
- Administers outreach and promotion for the program events, activities, and projects including using various forms of media communication as well as campus publications and calendar postings.
- Assist in design, maintenance, and updating of webpage layouts and content.

Budget Maintenance:
- Maintains and monitors the program budget utilizing OneSolution software.
- Maintains financial records and prepares projections for the project director.
- Performs monthly tracking and reconciliation of program expenditures.
- Develops and maintains budget spreadsheets to compile quarterly summary reports.

Lead Work Direction/Supervision:
- Facilitates the selection, training, and development of student assistants serving as peer mentors, tutors, and advisers.
- Facilitates the selection, training, and development of faculty mentors.
- Supervises these same student assistants and oversees faculty mentors’ scheduled activities.

Student Development:
- Collaborates with other appropriate campus units to create academic support opportunities for students participating in the program.
- Monitors students’ academic performance.
- Develops and delivers year-to-year transitional support including preparing academic progress plans.
- Develops and delivers program affiliated courses and workshops.

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.
EMPLOYMENT STANDARDS:

Knowledge:
- The principles of budgeting.
- Current research on the principles, practices, procedures, activities, and major trends in the Student Services field, including student success models, especially for Hispanic and low-income students.
- Data Analysis methods used in to assess program outcomes.
- Campus structures and processes, or ability to rapidly acquire such knowledge.
- Standard office software packages such as Microsoft Word, Excel, and Outlook, with a preference for experience using Peoplesoft and OneSolution software.
- Standard office equipment (computers, copiers, phones).

Skills:
- Advanced verbal and written and interpersonal communication skills in order to effectively establish and maintain cooperative working relationships with diverse individuals (including faculty, administrators, staff, and students) in a multicultural environment.
- Strong planning and organizational skills to engage in new program development and implementation.
- Demonstrated and effective skill at making decisions and carrying through on actions.
- Demonstrated competence in interpreting policies, requirements, and standards related to the program.

Abilities:
- Work independently and make sound decisions with only general supervision.
- Work occasional irregular hours such as early morning, evening hours, and weekends as required.
- Plan, develop and implement Student Services-related instructional sessions, courses and/or seminars.
- Advise students individually and in groups on complex or routine student-related matters.
- Use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Collect, compile, analyze and evaluate information, draw valid conclusions and make appropriate recommendations.
- Make verbal or written presentations and reports based on program activities and outcomes.

Education and experience:
- A minimum of a bachelor’s degree although a master’s degree is highly preferred.
- Two years of professional experience in a student services program area or in a related field; experience should give evident of competence and indicate the potential for further growth.
- A master's degree in a job-related field may be substituted for one year of the professional experience.

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 (up to 24 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
- Current resume
- Three professional references

Applications can be submitted:

BY MAIL:  
Chico State Enterprises  
25 Main Street, Suite 206  
Chico, CA 95928-5388

BY IN PERSON:  
Chico State Enterprises  
25 Main Street, 2nd Floor suite 206  
Chico, CA

BY EMAIL:  
csejobs@csuchico.edu

BY FAX: (530) 898-3391

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.