POSITION: Advisor II  
Full-Time / Benefited / Hourly / Non-Exempt / 11-Month Position

RECRUITMENT ID: 662

LOCATION: TRIO Educational Talent Search (ETS) 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 students at junior and senior high schools in the CSU, Chico service area. ETS has been funded at CSU, Chico since 1990.

COMPENSATION: $20.50 per hour

ESSENTIAL JOB FUNCTIONS: Reports to the Director of ETS. 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 at school sites 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 assessments. Fosters and maintains 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, plans, coordinates and/or participates in workshops, conferences, curriculum development, summer programs, field trips and campus tours. Establishes, maintains, and documents all student records and contacts. Assists with the collection of data and surveys to report program outcomes. 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 work 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. Possess valid California driver’s license, reliable vehicle and automobile liability insurance. Must possess a good driving record and participation in the DMV Employer Pull Notice Program (driving record) will be required. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment.

DESIRABLE QUALIFICATIONS: Bilingual skills in Hmong, Spanish or Punjabi; demonstrated ability and experience working with parents; proficiency in MS Office applications, Blumen, e-mail, Internet usage; experience working with educational equity or TRIO program; knowledge of CSU, Chico service area.

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/usp.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The CSU, Chico Research Foundation 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 Research Foundation's 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.
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**BENEFITS:** Benefits 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:

- CSU, Chico Research Foundation application [application](#)
- Cover letter
- Current resume
- Three professional references (names and contact information)
- Two letters of recommendation

**APPLICATION DEADLINE:** Open until filled. Application review begins July 1, 2019. Applications received after June 30, 2019 may not be considered. Applications can be submitted:

**BY MAIL:**
CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928-5388

**IN PERSON:**
CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

**BY EMAIL:**
rfhrjobs@csuchico.edu

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**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** [http://www.csuchico.edu/rfdn/](http://www.csuchico.edu/rfdn/)

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.