

# California State University, Fresno Foundation

## ACADEMIC COORDINATOR (Lower Division) HEALTH CAREERS OPPORTUNITY PROGRAM – HEALTH PROFESSIONS PATHWAY JOB ANNOUNCEMENT #22-422

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with Health Careers Opportunity Program (HCOP) Health Professions Pathway, housed within the Center for Access to Science for All (CASA) through the Fresno State Foundation.</b> The Health Professions Pathway Program, supported by the Department of Health Care Access and Information, is a funded program through the California State University, Fresno Foundation. Under the supervision of the program Director, the Academic Coordinator provides support to the program’s freshmen and sophomore level students in efforts to assist in retention, graduation, and entry into health care workforce or health related graduate program.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general supervision of the Program Director, the Academic Coordinator will:</p> <ul style="list-style-type: none"> <li>• Coordinate program activities targeting freshmen/sophomore level program participants.</li> <li>• Develop, implement and evaluate professional development activities for freshmen/sophomore level participants.</li> <li>• Plan, implement, and evaluate a Peer Mentoring program for freshmen level students</li> <li>• Coordinate a Health Professions Pathway Summer Bridge program for incoming students.</li> <li>• Collaboration and establish partnerships with campus departments, including Advising Centers and Faculty Advisors, in order to better serve program participants.</li> <li>• Recruit interested individuals to serve as Ambassadors and Peer Mentors</li> <li>• Provide oversight and direction to the HCOP Peer Mentors</li> <li>• Coordinate and plan health professional school visits and health professional career conferences for freshmen/sophomore level students</li> <li>• Coordinate workshops for freshmen/sophomore level students in partnership with the campus Learning Center – Academic Success</li> <li>• Event planning, coordinating food, materials, event set-ups.</li> <li>• Utilize program social media to promote program activities</li> <li>• Assist with program website updates</li> <li>• Work closely with program student assistants, student ambassadors, and program peer mentors.</li> <li>• Assist with program workshops to help increase the knowledge among students of financial aid opportunities for health professional school.</li> <li>• Provide quality program services, case management, and follow up assistance to program participants for positive outcomes of their educational plans.</li> <li>• Provide guidance and assistance with health career development and exploration to ensure appropriate selection is made to best meet student’s goals including student opportunities with volunteer and community service opportunities.</li> <li>• Responsible for initial program eligibility determination of individuals based on review of program applications for meeting criteria to receive program services.</li> <li>• Provide needs assessment and referral services to program participants after consulting with Academic Coordinators and Director.</li> <li>• Responsible for basic data entry, outreach related survey completion tracking, recruitment and outreach reports including tracking number of applicants and other pertinent program data.</li> <li>• Participate in the development and preparation of project reports.</li> <li>• Serve as program liaison, when instructed, among the local community organizations, educational entities, and other student support services programs in the target area.</li> <li>• Assist with collaborations and partnerships with campus departments and various local agencies to ensure continuation of project services.</li> <li>• Assist with the implementation of marketing efforts to inform the target area about project eligibility, services, and goals.</li> <li>• Track and reports outreach efforts by providing a monthly report to the Director at end of each month for review and approval.</li> <li>• Attend and participates in staff meetings, meetings with campus faculty, program related training</li> </ul>

	<p>and in-service, professional development opportunities and annual planning retreat.</p> <ul style="list-style-type: none"> <li>• Must be willing and available to work evenings and weekends when needed.</li> <li>• Other duties as assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (B. A. or B.S.) from four-year college or university; Master's degree preferred; or equivalent combination of education and experience.</li> <li>• Experience providing academic support to students, preferably in a higher education setting</li> <li>• Requires written and verbal fluency in English</li> <li>• Excellent problem-solving skills</li> <li>• Ability to use Internet to collect data</li> <li>• Moderate level competency and skills utilizing standard office software including Word, Excel, email and Internet usage</li> <li>• This position requires flexibility, an orientation to detail, ability to work effectively in a fast-paced environment while maintaining a high level of accuracy, excellent verbal and written communication skills, organizational skills, and analytical and problem-solving abilities</li> <li>• Correct English grammar usage, spelling, punctuation and proofreading</li> <li>• Documented ability to work well with people from various organizational levels within a given organization, as well as proven ability to work congenially and effectively with members of the general public</li> <li>• Ability to adapt quickly to changing priorities</li> <li>• Enter data and text with speed and accuracy. Ability to utilize survey software such as Qualtrics</li> <li>• Establish and maintain effective working relationships with faculty, students and staff from diverse ethnic, cultural and socio-economic backgrounds</li> <li>• A history of regular attendance and positive performance evaluations</li> <li>• A valid driver's license and reliable, insured transportation as driving may be required</li> </ul>
<b>COMPENSATION:</b>	<b>\$4,583.33 per month.</b> Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins February 3, 2023; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p><b>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></b></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.