

California State University, Fresno Foundation

COUNSELOR – TRIO STUDENT SUPPORT SERVICES PROGRAM (SSSP)

JOB ANNOUNCEMENT #23-417

POSITION SUMMARY:	<p>Full-time, benefited position with the TRIO Student Support Services Program (SSSP) and TRIO Student Support Services Veterans (SSSV) through the California State University, Fresno Foundation. The TRIO Student Support Services Programs (SSSP) is a federally funded grant program designed to provide academic counseling, personal counseling, career development guidance, academic assessment, individualized instructional support and the development of non-cognitive skills to program participants. The program's primary goal is to alleviate academic barriers for students who are low-income, first-generation and/or have a physical or learning disability in order to improve their academic performance, retention, and graduation rates. This is a twelve (12) month position through the California State University, Fresno Foundation.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction and supervision of the Director of TRIO Student Support Services Program and Student Support Services Veterans, the incumbent will work independently and use sound judgment to ensure the delivery of academic advising and student services. The purpose of such services and activities is to assist students in making successful progress toward their degree objectives; to provide learning experiences that supplement those in the classroom; and to assist and encourage students to effectively utilize the knowledge, skills and abilities learned in pursuit of their educational goal. Such services and activities may include: providing information and guidance to students; assisting students to think through problems and select suitable solutions and courses of action; evaluating student needs and referring to campus and community services; advocating the needs of individual students and groups of students to university administrators, faculty and staff; and providing support and assistance to students facing a variety of personal as well as institutional problems, questions and challenges. Typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Under the supervision of the Director of SSSP/SSSV, develops academic and study skills curriculum, plans and organizes instructional assistance for SSSP students. • Coordinates the counseling component of the program, assists with intake interviews, screening and assessing of students and their educational needs. • Develops training and in-service workshops for tutors and peer counselors. • Establishes and maintains positive working relationships with campus personnel and community agencies. • Works with the Director, closely maintains records for monitoring of student's academic progress and prepares reports as required. • Provides general assistance to SSSP/SSSV Director in developing and improving services to program participants. • Assist students in developing professional documents and correspondence; resumes, cover letters, thank you letters, and professional email communication techniques. • Other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<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"> • Bachelor's Degree in Counseling, Education, Psychology, Social Work, Criminology, Rehabilitation, Organizational Development or similar field required. <ul style="list-style-type: none"> ○ Master's degree in education, special education, adult learning, counseling, psychology, or related field preferred. • At least two (2) years of professional work experience within TRIO program or similar program. • Experience in academic or career counseling, early alert systems, college instruction, student education plans, monitor degree progress, and referrals to academic and student services programs in a college environment. Experience in the administration and interpretation of achievement tests is desired.

	<ul style="list-style-type: none"> • Advise students individually or in groups on varied and complex matters (academic or personal); determine the appropriate course of action and proper techniques to utilize while engaged with individuals and groups in personal interactions of a sensitive nature • Experience working with first generation, low income students • Develop, implement and facilitate academic skills and career-related workshops • Must have knowledge of the principles of individual and group behavior, general knowledge of counseling techniques and the ability to work cooperatively with other professionals, students, and their families. • Experience with the planning and supervision of the work of students is desired. • Experience with PeopleSoft, online data-tracking systems, assistive technology • Knowledge of admission process, graduation requirements, and financial aid process. • Understanding of FERPA confidentiality guidelines • Must have the ability to present clear and concise information orally and in written reports. • Excellent oral and written communication skills. • Able to make independent decisions and use professional and sound judgment in determining goals, objectives, tasks and priorities. • Ability to work flexible hours including some evenings and weekends. • Ability to work with a diverse ethnic, cultural and socio-economic population. • Strong organizational, creative and critical thinking/reasoning abilities and demonstrated competency to oversee multiple tasks with attention to detail. • Strong interpersonal skills with the ability to effectively communicate with students, faculty, administrators, and staff. • Must be able to maintain a high level of tact and diplomacy and be able to work with a diverse population within the organization and from the local and campus communities. • Must be computer literate, knowledgeable of various software applications and be able operate standard office equipment, which may include ability to troubleshoot minor computer and printer problems. • Ability to work independently and be self-motivated. • Must possess excellent organizational skills and able to organize multiple tasks/events, adjust priorities and work under pressure of deadlines.
SALARY/BENEFITS:	\$4,200 - \$4,500 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins February 1, 2023; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html 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>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</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.