

California State University, Fresno Foundation

PROGRAM COORDINATOR – CAL-SOAP

JOB ANNOUNCEMENT #24-662

<p>POSITION SUMMARY:</p>	<p>Full-time, benefited position with the Central Valley California Student Opportunity & Access Program (Cal-SOAP) through the California State University, Fresno Foundation. The mission of Central Valley California Student Opportunity & Access Program (Cal-SOAP) is to educate, empower and encourage students and their families to access all opportunities to higher education. Cal-SOAP aims to raise the academic achievement and college/university enrollment levels of students from low-income households, elementary and secondary schools, geographic regions with documented low-eligibility and/or college participation rates, and students who are first in their families to attend college. Our vision encompasses a very strong collaborative effort with our partners to ensure students' success through services such as: academic advisement; college, test prep, financial aid, scholarship, transfer, and loan workshops; and college campus fieldtrips.</p> <p>This is a full-time, non-exempt, 12-month position for Cal-SOAP, under the administrative direction of the California Student Aid Commission. This is a one-year grant with annual funding. Project continuation is contingent upon renewed funding by the California Student Aid Commission.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>Under the general supervision of the Cal-SOAP Project Director, the Program Coordinator will be responsible for the following. Typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Ensure that the programmatic objectives outlined in the Central Valley Cal-SOAP Grant Proposal are achieved by the proposed dates. • Ensure that program services can be administered both in-person and virtual settings. • Recruit, train, supervise, and evaluate student staff in areas of advising throughout the academic year and summer component. • Collect time vouchers, mileage reimbursements, event and student contact logs, and other documentation from student staff. • Organize weekly/monthly student staff (Coach) meetings to provide program updates and professional development of student staff. • Develop and implement Cal-SOAP activities and maintain an event and summer program procedure manual and event reports. • Provide monthly calendars, student schedules, project updates, and program service data reports to the Project Director. • Communicate with primary Cal-SOAP counselor contacts, consortium members, and program partnerships regarding planning events, discipline issues with student staff or students, and assisting with school needs. • Maintain detailed records of program events and evaluations. • Ensure that student data is collected and recorded in Cal-SOAP database monthly. • Plan, execute, oversee, and attend college campus visits, facilitating parent workshops, overseeing, academic advising, higher education seminars, test preparation workshops, amongst day to day and overall functions of the program. • Identify and create program partnerships and maintain relationships with schools and the community, collaborating with local agencies, institutions of higher education and school administrators and staff. • Develop, coordinate, administer and disseminate Career Technical Education (CTE) presentations, handouts, and organize career exploration workshops. • Develop and oversee a summer component for staff & participants. • Support and Participate in the California Student Aid Commission's outreach and awareness initiatives including the Race to Submit campaign and the African American Outreach Initiative. • Attend community outreach events to provide information about and assistance with postsecondary financial aid programs and how to access postsecondary education opportunities.

	<ul style="list-style-type: none"> • Organize an annual College & Career Day for the Consortium high schools representing different systems of higher education and CTE sectors. • Carry out 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 from an accredited college or university required in a Behavioral Science field (e.g. Liberal Studies, Social Science, Social Work, Counseling, Educational Leadership, etc.) <ul style="list-style-type: none"> ○ Master’s Degree preferred • Two years of experience in student services program areas and/or program coordinator experience • Bilingual in English and Spanish • Experience and understanding of various learning styles and learning modalities. • Computer skills must be at a level sufficient to carry out the responsibilities of the position effectively and efficiently (MS Word, Excel, database management, Google Drive, Google Suite, and Publisher preferred). • Strong knowledge in data entry and database usage. • Must possess excellent communication skills and be able to work with diverse, ethnic, cultural, and socio-economic populations. • Ability to organize multiple tasks and events, adjust priorities and meet deadlines. • Ability and willingness to work flexible hours including evening and weekends depending on program needs. • Knowledge of college and university admission requirements, financial aid, entrance exams, & systems of higher education preferred. • Must possess a valid CA driver’s license, reliable vehicle, and valid insurance as travel is required within the Central Valley
SALARY/BENEFITS:	\$4,160 per month (\$49,920 annually). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>December 31, 2024</u>. Position will remain 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.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.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.

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