

California State University, Fresno Foundation

PROGRAM COORDINATOR – CENTRAL CALIFORNIA STUDENT OPPORTUNITY & ACCESS PROGRAM (CAL-SOAP)

JOB ANNOUNCEMENT #23-470

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| POSITION SUMMARY: | <p>Full-time, benefited position with the Central California Student Opportunity & Access Program (Cal-SOAP) through the California State University, Fresno Foundation. The mission of Central Valley 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 the Central Valley California Student Opportunity & Access Program, 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> |
| ESSENTIAL JOB FUNCTIONS: | <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 Annual Program Plan 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 in regard to 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. |

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| | <ul style="list-style-type: none"> • Attend community outreach events to provide information about and assistance with postsecondary financial aid programs and how to access postsecondary education opportunities. • 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. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay. |
| DEADLINE: | Application review begins May 31, 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.