

California State University, Fresno Foundation

PROJECT ADVISOR – START PROJECT

JOB ANNOUNCEMENT #25-669

POSITION SUMMARY:	<p>Full-time, benefited position with the Strengthening Advising Strengthening Results (START) Project through the California State University, Fresno Foundation. Under the general direction of the Project Chair/ Provost and Vice President for Academic Affairs, and Project Director/ Project Investigator. The Project Advisor(s) of the START Project are responsible for providing sustained, strategic, integrated, proactive, and personalized (SSIPP) advising to assigned caseloads of students.</p> <p>The START Project is a research study aimed at expanding strong evidence in six studies from the U.S. Department of Education’s What Works Clearinghouse (WWC), established by the Institute for Education Sciences (IES), which is the nation's primary source for research, evaluation and statistics that can help improve outcomes for all students. The START Project also expands upon evidence-based practices in the <i>WWC Practice Guide: Effective Advising for Postsecondary Students</i>. The START Project will be implemented on a four year grant. Multiple positions will be filled from this recruitment. Anticipated start date will be June 1, 2025.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Provide sustained, strategic, integrated, proactive, and personalized (SSIPP) advising to assigned student cohorts, ensuring every student is supported academically and non-academically throughout their journey toward earning a bachelor's degree. • Offer counseling and advising support to student cohorts of majors and/or programs within assigned academic Colleges, ensuring students receive guidance needed to succeed. • Interpret and communicate CSU general education requirements, graduation requirements, and probation policies to provide accurate guidance to students. • Assist in reviewing transcripts, evaluating Degree Progress Reports (DPR), and planning course schedules to students academic progress. • Effectively processes and serves as a liaison for University Registrar forms, ensuring compliance and timely processing. • Explain university policies, regulations, and procedures offering guidance and addressing questions. • Refer and connect students with essential resources to promote academic and personal success. • Cultivate positive, professional relationships with a diverse range of students, faculty, staff, and the university community. • Maintain confidentiality of student records in accordance with federal and state regulations, including FERPA and Information Privacy Act. • Develop tools and knowledge to deliver SSIPP advising, such as drafting Communication Plans and conducting Triage process for assigned students and developing Advisor Checklists and Financial Benefits worksheet intended for their assigned students. • Meet with assigned students at least twice per semester, with in-between communication by phone, zoom, email, and postcards/holiday cards. • Coordinate engaging events for students, such as the End of Year Retention Celebration, to foster community and connection as well as sending out postcards/holiday cards to students and families congratulating them on their success and persistence. • Participate in an immersive professional development on sustained and personalized advising, including <i>WWC Practice Guide: Effective Advising for Postsecondary Students</i> and all six studies that meet WWC standards without reservations, and continue professional development through a yearlong learning team and annual or semi-annual refresher workshops. • Contribute to ongoing research with the independent evaluators through annual advisor interviews, surveys, and meetings to assess advising effectiveness. • Attend regular meetings with the START Project held by the Project Director. • Perform related duties as assigned.

POSITION REQUIREMENTS:	<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> <p>Required</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Education, Sociology, Psychology, or in any related field. • Two years of professional experience in student services, or a combination of relevant graduate coursework and training may substitute for the one year of experience. <p>Preferred</p> <ul style="list-style-type: none"> • Master’s Degree (M.S.) in College Counseling, or related field; or currently pursuing a Master’s degree in a related field. • Understanding of Fresno State’s academic programs, CSU general education and degree requirements, and academic policies and regulations. • Proficient in navigating PeopleSoft student information systems, and Bulldog Connect. • Must have computer skills at a level sufficient to effectively and efficiently carry out the responsibilities of the position (MS Office applications, Google applications, Adobe applications, Excel, PowerPoint, social media, email, and internet usage). • Proven ability to analyze, evaluate, set priorities, manage projects and tasks, and meet deadlines. • Excellent written and oral communication, and strong interpersonal skills, with ability to develop and facilitate workshops and presentations related to academic success. • Exceptional organizational skills including attention to detail, maintaining accurate records, including maintaining accurate records and managing multiple activities. • Demonstrated knowledge of and sensitivity to the issues and needs of students, along with familiarity with campus and community resources. • Demonstrated ability to work with students, staff, and faculty from diverse ethnic, cultural, and socio-economic backgrounds. • Willingness to travel to various sites, and availability for evening, extended workdays, and occasional weekend commitments. • Must pass a criminal background check and fingerprinting with the Department of Justice. • Must possess a valid Driver’s License, valid vehicle insurance, a clean driving record, and reliable vehicle as driving is a requirement of the position.
COMPENSATION:	\$4,700 - \$5,000 per month (\$56,400 - \$60,000 annually). Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins February 3, 2025 ; 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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