

California State University, Fresno Foundation

INTERNAL PROJECT REBOUND APPLICANTS ONLY

STUDENT SUPPORT SPECIALIST – PROJECT REBOUND

JOB ANNOUNCEMENT #25-743

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| POSITION SUMMARY: | <p>Full-time, benefited position with Project Rebound through the California State University, Fresno Foundation. Position is currently funded through June 2026. PR is a state funded program that has served students since 2016 and provides intensive academic and career-oriented services to formerly incarcerated students matriculated into 20 of the CSU campuses. The overall mission of the program is two-fold: to provide students with the necessary support to persist and graduate from the university; and to identify barriers to successful reintegration and assist students to overcome them.</p> <p>The Student Support Specialist, reporting to the Executive Director provides holistic case management and wraparound support to justice-impacted students, connecting them with campus and community resources that promote academic success, wellness, and basic needs security. The role also supports currently incarcerated students interested in Project Rebound through correspondence and guidance on university processes. A commitment to equity, social justice, and student development is central to this position.</p> |
| ESSENTIAL JOB FUNCTIONS: | <p>Working under the supervision of the Executive Director, the Student Support Specialist will:</p> <ul style="list-style-type: none"> • Conduct intake meetings and needs assessments to identify barriers to student success, including mental health, wellness, financial, housing, and food insecurity. • Develop individualized support plans and connect students to appropriate campus and community resources, ensuring follow-up and accountability. • Provide strengths-based guidance to promote student persistence, self-advocacy, and holistic well-being. • Make referrals for mental health services, wellness programs, healthcare, housing resources, employment opportunities, and other social services as appropriate. • Support justice-impacted students with navigating university processes, completing admissions and financial aid requirements, and accessing basic needs resources. • Coordinate with campus and community partners to provide wraparound services that address students' academic, personal, and social needs. • Maintain accurate case notes and records of student interactions, referrals, and outcomes to support program assessment and reporting. • Assist with planning and facilitating workshops and group activities focused on wellness, life skills, financial literacy, community building, and personal development. • Collaborate with student assistants and program staff to ensure consistent and comprehensive support for all participants. • Respond to student crises and escalate cases appropriately to ensure safety and well-being. • Participate in team meetings, training, and professional development related to inclusive, trauma-informed, and equity-centered student support practices. • Other 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 Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree from an accredited four-year institution with at least two (2) years' experience in case management in an office setting. |

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| | <ul style="list-style-type: none"> • Minimum two (2) years of experience in academic advising, case management, or student support services in higher education or community settings. • Minimum of two (2) years of experience working with people impacted by the Criminal Justice System, reentry barriers and justice-impacted students. • Proficient in Microsoft Office, Suite, and student information systems (e.g., Canvas, PeopleSoft). <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Master's Degree • Lived experience within the Criminal Justice System • Knowledge of trauma-informed and strengths-based practices • Familiarity with CSU administrative processes and community reentry networks • Bilingual and/or bicultural competency |
| COMPENSATION: | \$4,333.33 per month (\$52,000 annual). Benefits include medical, dental, vision, life and 401(k), vacation, sick leave, and holiday pay. |
| DEADLINE: | Application review begins <u>October 1, 2025</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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