

California State University, Fresno Foundation

UNIVERSITY INCLUSION COORDINATOR – WAYFINDERS

JOB ANNOUNCEMENT #24-630

POSITION SUMMARY:	<p>Full-time, benefited position with Wayfinders through the California State University, Fresno Foundation. Wayfinders at California State University, Fresno is an inclusive postsecondary program for young adults with intellectual/developmental disabilities. The University Inclusion Coordinator for the Wayfinders Program is a California State University, Fresno Foundation position. The position reports to the Executive Director of Wayfinders and will work independently to provide academic support, university inclusion support and direct student instruction to the Wayfinders Program. The job duties will be varied, requiring an individual who is self-motivated, creative, efficient and knowledgeable about post-secondary education for students with intellectual disabilities.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Executive Director, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Leadership: Supervise and advise students, university inclusion coaches, interns and volunteers. Will direct coordination of daily drop-in labs, tutorials and other in class support services. Will host coach trainings and student workshops as necessary. • Strategic Planning: Assess individual students’ academic needs and arrange academic coaching based on student needs. Assist in planning and implementing university inclusion to include assisting with accommodations. • Communications: Interact effectively with students, parents, staff, and faculty. Coordinate services and communicate with Services for Students with Disabilities counselors. • Technology: Demonstrates awareness of and ability to use various technologies available to assist students in communication, and managing life situations. • Functional Oversight Management: Manage scheduling for students, ensure adherence to student goals, and meet attendance and report requirements for grants and other funding agencies. <p>Wayfinders</p> <ul style="list-style-type: none"> • Oversee curriculum development for program workshops, as well as the benchmarks and evaluation procedures. • Understand the concepts of person-centered planning and universal design in instruction and utilize in planning as well as to direct teaching practices of coordinators in Wayfinders workshops. • Work closely with all staff to implement and monitor principles of universal design across all aspects of Wayfinders. • Document and review student progress on THERAP as needed. • Review student progress regularly and prepare a report on a quarterly basis. • Develop and lead student success workshops as necessary for successful university inclusion. • Host regular coaches’ trainings and meetings for the UI domain. • Assist with monthly program staff trainings. <p>University</p> <ul style="list-style-type: none"> • Understand FERPA and how it applies to students and families. Serve as a resource on the application of FERPA for students, staff and families, • Serve as Student Advisor for university coursework. • Develop relationships with various faculty and staff on campus to facilitate inclusion experiences and course access for Wayfinders students. • Identify and create solutions for barriers that interfere with academic goals and classroom participation on a case-by-case basis and work with faculty and students to correct. • Identify and create solutions for behavioral concerns that interfere with academic goals and classroom participation on a case-by-case basis and work with faculty and students to correct. • Understand and be able to efficiently use People Soft. • Maintain appropriate record keeping for all classes. Assure all reports, records and documentation are properly completed, delivered, filed and maintained.

	<ul style="list-style-type: none"> • Fluent with Canvas. Organize and maintain Canvas files across domains. Assist domain coordinators with Canvas as needed. <p>Other</p> <ul style="list-style-type: none"> • Supervise graduate students, coaches, intern, and volunteers. Implement consistent training practices for all Fresno State students working with Wayfinders students as academic coaches or tutors. • Work closely with the director and other relevant university personnel to create a meaningful credential for Wayfinders • Know and understand Think College Accreditation Standards and ensure that UI is in compliance. • Assist with Accreditation compliance across all domains. • Model superior customer service to all Wayfinders staff and students. Maintain professional demeanor with all contact with families and others. • Compile date routine reports (effort reporting, grant requirements, agency progress reports etc.) as per goals and objectives required for each student. • Be available to respond to the Wayfinders emergency phone as needed. • Assist in grant writing process. • Participate in regular planning and programmatic meetings and activities, as requested by the Executive Director. Attend individual planning meetings. • Participate in admissions process as needed. • Perform all duties as requested.
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 Communication, Business, Psychology or related relevant field. <ul style="list-style-type: none"> ○ Master’s Degree in Rehabilitation Counseling or Communications preferred. ○ Special Education Credential or related credential strongly preferred • Demonstrated technology training • Three (3) years’ experience working with young adults with intellectual disabilities • Demonstrated project management and supervisory experience • Knowledge of educational training and skills required to maintain academic placement for individuals with intellectual/developmental disabilities • Knowledge of current “best practices” in the field of higher education for individuals with in the field of higher education for individuals with intellectual/developmental disabilities • Knowledge of and ability to use computer software for word processing, database management, spreadsheets, and other functions as required. • Ability to understand, interpret and apply a variety of complex policies and procedures. • Ability to multi-task and meet deadlines in a fast-paced environment while maintaining a high level of accuracy. • Ability to work independently on a day to day basis.
SALARY/BENEFITS:	\$4,800.00 - \$5,100.00 per month (\$57,600 - \$61,200 annual). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>August 12, 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: 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