

California State University, Fresno Foundation

PROGRAM COORDINATOR – VETERANS EDUCATION PROGRAM

JOB ANNOUNCEMENT #21-259

POSITION SUMMARY:	<p>Part time, non-benefited position for the Veterans Education Program through the California State University, Fresno Foundation. Under the supervision of the Associate Dean of Continuing and Global Education (CGE) and other CGE management, the Program Coordinator is responsible for the day-to-day and strategic management of the Veterans Education Program (VEP). The Program Coordinator is expected to schedule program coursework with faculty, manage student outreach and recruitment, peruse external funding opportunities, and represent the University at veteran and service member support functions.</p> <p>The Program Coordinator is responsible for overseeing every aspect of VEP operations. Those responsibilities, detailed below, are grouped into two major categories: Administration and Outreach.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to the following:</p> <p>Administration - 50%</p> <ul style="list-style-type: none"> • Supervise daily operations of the VEP program • Order course materials, including textbooks, ID cards, and parking passes • Implement all applicable Fresno State and Foundation policies • Manage the use of all VEP facilities, equipment and property • Operate within the established budget • In conjunction with the Associate Dean, approve all purchases • Maintain communication links with campus and community veteran resources • In conjunction with the Associate Dean, act as the VEP point of contact • Prepare accurate, timely reports for the Associate Dean, including monthly briefs • Prepare all required reports for Fresno State • Identify and pursue grant and other funding opportunities • Maintain contact with VEP alumni; code VEP students in PeopleSoft • Create programs/events for VEP alumni, both educational and social • Facilitate matriculation of VEP students with Admissions & Records • Plan VEP special events, including orientation, showcase, and cohort celebration • Connect students to resources provided by the Health Center and Services for Students with Disabilities <p>Outreach -50%</p> <ul style="list-style-type: none"> • Travel off campus for outreach • Recruit student veterans to participate in the VEP • Develop and implement an effective plan to publicize VEP events and activities throughout the Fresno County service area • Work collaborative with Associate Director of Development to identify sponsors to provide financial or in-kind contributions in support of VEP activities • Market the opportunity and access to education and other services provided by VEP • Publicize activities of the VEP throughout the Fresno State campus and to the larger community. • Devise and implement appropriate methods to recognize contributions of sponsors and donors • 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> <p>Required:</p> <ul style="list-style-type: none"> • A Bachelor’s degree or higher, in an appropriate field from an accredited university. • In exceptional cases, professional experience or military service may be substituted for degree requirements. • Must possess a valid driver’s license, reliable vehicle, and valid insurance as travel is required. <p>Preferred:</p> <ul style="list-style-type: none"> • Military service • At least two (2) years of experience working in a supervisory capacity • At least one (1) year of experience working with volunteers • At least one (1) year of experience working with veterans • Experience/Understanding of Post-Traumatic Stress Disorder (PTSD) • Experience in grant writing and sponsorship • Experience in financial management • Experience in strategic planning • Proficient in Microsoft Office/Google suite of applications (e.g., Word, Excel, PowerPoint)
COMPENSATION:	\$26.44 per hour.
FILING DEADLINE:	Application review begins October 12, 2021; Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">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>Email 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.