POSITION ANNOUNCEMENT

TITLE: GRADUATE STUDENT ADVISOR, ASSISTANT
DEPARTMENT: HSI TITLE V, pt. B: PPOHA (GRANT)
REPORTS TO: DIRECTOR OF GRADUATE STUDIES
HOURS: PART-TIME
SALARY RANGE: $18.00 TO $20.00 / PER HOUR
FLSA STATUS: NON-EXEMPT

*Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond the current Grant/Contract funding is contingent upon continued funding.

POSITION SUMMARY:
Under the direction of the Director of Graduate Studies, the Graduate Student Adviser, assistant serves as adviser to graduate students from under-represented groups, in particular Hispanic students, for the SOAR grant, a federal grant from U.S. Department of Education’s Title V, pt. B, Promoting Postbaccalaureate Opportunities for Hispanic Americans.

ESSENTIAL FUNCTIONS:
- Assist Graduate Student Adviser
- Capacity to listen and understand, and be flexible and open-minded in responding to student needs and concerns.
- Provide frequent contact and advising opportunities, individually and groups using various communication modes including mass emails; collaborates closely with evaluators in Office of Graduate Studies
- Works with historically under-represented student groups, in particular Latino/a students toward academic success
- Collects evaluation; participates in assessment of the program
- Drafts, writes, and proofreads materials for accuracy and completeness; some correspondence in Spanish
- Collaborates with departments, faculty, and university offices of student records, financial aid, and student financial services on advisement for groups and for specific students
- Collaborates as a team member on new graduate student orientation and academic success workshops, contributing to the planning of the events
- Conducts workshop presentations and outreach presentations related to advising, on campus and out in the community, some of which will occur evenings and weekends
- Collects data, prepares spreadsheets, and contributes to reports and correspondence; assists in the preparation of the annual report, including compiling data and drafting answers
- Other duties as assigned
MINIMUM QUALIFICATIONS:
- Equivalent of 2 years of professional student services; experience advising students in higher education; master's degree may be substituted for one year of experience
- Demonstrated strong communication skills (verbal and written); bilingual in Spanish and English; speaking, writing, and reading; strong networking skills
- Ability to relate well to students, staff, faculty, and administrators, with co-workers, subordinates, superiors, the general public, and in a multicultural setting
- Possess strong organizational and interpersonal skills; and have a high level of personal and intellectual maturity
- Demonstrated proficiency in Microsoft platform (Word, Excel, Outlook, Power Point); demonstrated understanding of administrative practices and procedures; business arithmetic and basic statistical techniques
- Flexible availability to work some evenings and weekends
- Experience working with diverse populations
- Demonstrated creative and resourceful approaches to solving problems

EDUCATION:
Bachelor’s Degree

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

APPLICATION PROCEDURE:
To be considered an applicant; you must apply through our online applicant portal found on the following site:

http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

Please include an attachment with your hour’s availability when applying through the portal.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU FULLERTON AUXILIARY SERVICES CORPORATION IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F/V/D