POSITION ANNOUNCEMENT

TITLE: GEAR UP ACADEMIC COORDINATOR
DEPARTMENT: STUDENT AFFAIRS / CSUF GEAR UP PROGRAM
REPORTS TO: PROJECT DIRECTOR
HOURS: FULL TIME – 40 HOURS PER WEEK
(SOME EVENINGS AND WEEKENDS REQUIRED)
SALARY RANGE: $1615.38 - $1,846.15 / BI WEEKLY
($42,000 - $48,000 ANNUALLY)
FLSA STATUS: EXEMPT

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

POSITION SUMMARY:
Under the supervision of the CSUF GEAR UP Director, the Academic Coordinator will serve as the primary liaison between the project director and the designated target school. The Academic Coordinator will assist in the development of comprehensive services and activities for program participants in an effort to motivate and develop necessary skills for them to complete a program of secondary education and enroll in a post-secondary institution. The Academic Coordinator will provide academic advisement, tutoring, Saturday Academy programs and other services as outlined by the CSUF GEAR UP proposal. The Academic Coordinator will develop strong partnerships with staff and administrators at the school site, key stakeholders, and partners.

ESSENTIAL FUNCTIONS:
- Designs, monitors, and updates participants’ Individual Education Plans and works in collaboration with the school site to work towards a model that is shared among staff.
- Advises and assists a minimum of 25 participants per week, one-on-one and in small groups, with postsecondary preparation planning and selection.
- Advises, organizes, and carries out academic and career decision making activities.
- Organizes and conducts college tours, cultural activities and job shadowing.
- Provides a variety of services that help students plan and prepare for higher education, such as workshops, programs, and advisement about college, financial aid, personal statements, major selection, etc.
- Provides information about postsecondary programs while assisting students in applying.
- Prepares and maintains participants’ academic progress records.
- Assists Project Director in writing and designing of GEAR UP flyers, and other informational literature.
- Supervises university tutors at school site.
- Maintains and develops close relationships with high school personnel and on campus resources to encourage joint planning with the project.
• Assist the Project Director in research and preparation of project reports to the US Department of Education and CSU Fullerton.
• Maintains organized and accurate students’ files and records.
• Assist the Project Director to implement and monitor program services.
• Performs other duties as assigned.

MINIMUM QUALIFICATIONS:
• Minimum of 2 years experience advising and working for a program focused on the retention and academic performance of low-income secondary students from diverse backgrounds.
• Knowledge of the various segments of post-secondary institutions and opportunities for low income and underrepresented students.
• Excellent written and oral communication skills.
• Ability to clearly and accurately relay information to students, parents, and school personnel.
• Proficiency working with computers and popular software packages.
• Must be able to work independently and take initiative.
• Experience in documenting services.
• Experience in overcoming educational barriers similar to those confronting project’s participants.
• Ability to work effectively with numerous members of the professional academic communities.
• Must travel to target school and off-campus sites on a regular basis.
• Experience in working with disadvantaged populations.
• Must be able to pass and maintain a clean background check.
• Reliable, responsible, punctual and self-directed.
• Bilingual (English/Spanish) preferred.

EDUCATION:
Bachelor’s degree required in Education, Human Services or related field. Master’s degree in Education or Counseling preferred.

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.

BENEFITS:
Comprehensive benefits package including; health, dental, vision, life/AD&D, health care flex plan, LTD, vacation, sick leave, holiday, credit union, tuition reimbursement and retirement plan 403(b) with company matching. All benefits will be administered according to policies and/or procedures.

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
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 Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.