POSITION ANNOUNCEMENT

TITLE:  ACADEMIC COORDINATOR
DEPARTMENT:  EDUCATIONAL PARTNERSHIPS/ STUDENT AFFAIRS
REPORTS TO:  DIRECTOR, EDUCATIONAL TALENT SEARCH
EE CLASSIFICATION:  FULL-TIME (SOME WEEKENDS, EARLY MORNINGS & EVENINGS REQUIRED)
SALARY:  $17.31 - $20.19 / 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 current Grant/Contract funding is contingent upon continued funding.

POSITION SUMMARY:
Aimed at fostering the next generation of college graduates, CSUF Educational Talent Search partners with schools, the district, local colleges, and universities to provide students with exceptional resources. The project services are designed to increase the number of students progressing onto higher education, who are successful in the baccalaureate, and beyond. Educational Talent Search provides tailored academic advisement, academic support, and college access programming for students to ensure that they are provided with the highest-quality opportunities to be successful in college.

Under the Supervision of the Educational Talent Search Director, the Academic Coordinator will identify eligible participants; assist in the development and implementation of comprehensive services and activities in an effort to motivate and develop the necessary skills to complete a program of secondary education and enroll in a post-secondary institution; and provide academic advisement and other services as outlined in the Educational Talent Search grant proposal.

CSUF has two Talent Search grants. One grant serves 600 participants annually from four high schools: Anaheim, Magnolia, Katella, and Savanna high schools. The second grant serves 510 students from Loara and Western high schools. Based on program needs and the discretion of the Educational Talent Search director, the Academic Coordinator will support services of one or more grants at one or more target schools. The program partners with Anaheim Union High School District and was initially funded in 1991.

ESSENTIAL FUNCTIONS:
- Facilitates and promotes the delivery of individual and group academic support services to program participants.
- Plans, designs, facilitate, promote, and present programs and activities for participants and parents/guardians. This position provides information and support for postsecondary education, financial aid, academic assessment, career exploration, college tours, cultural activities, mentoring, tutoring, etc.
- Assists students and parents/guardians in completing applications for postsecondary programs, scholarships, and financial aid.
• Designs, monitors, and updates the Individual Success Plans that are tailored for each student to foster her/his academic and personal success onto their pathway of complete a college degree. Implements quarterly grade and participation checks, provides guidance, and provides referrals to tutoring and available resources, as needed.
• Supervises field trips and college visits.
• Designs and implements recruitment and retention strategies; represents ETS at target schools and events.
• Maintains and develops strong school and community presence by visiting and implementing programs at project school sites, community-based organizations, and other off-campus sites.
• Builds partnerships with school staff, administrators, and the community to brand Educational Talent Search and provide opportunities for students. Fosters cross-campus university collaborations. Works effectively with various stakeholders of the educational community (i.e. students, parents, teachers and administrators) to meet program objectives and implement services.
• Provides supervision, training, and mentoring to ETS mentors and tutors at target schools to ensure consistent delivery of high quality services and compliance with program policies and procedures.
• Maintains accurate, confidential, and well-documented participant files in accordance with federal guidelines and ETS policies and procedures.
• Tracks post-secondary enrollment continuation of graduating seniors continuously for the six-year tracking period as required by ETS federal grant guidelines.
• Assists in design and development of ETS social media content, websites, brochures, posters, and other informational literature.
• Participates in research and preparation of performance reports, evaluation, and assessments for internal use, the US Department of Education, CSU Fullerton, and other project constituents.
• Travels to target schools, off-campus sites daily and professional development trainings occasionally. Target school assignment(s) subject to change based on program needs, per the discretion of the ETS Director.
• Some early morning, evening, weekend, and overnight work required.
• Performs other duties as assigned

MINIMUM QUALIFICATIONS:
• Two years of experience working with students or educational programs.
• Experience conducting workshops, advising, and/or providing information about higher education.
• Strong communication and interpersonal skills. Ability to effectively communicate with diverse constituencies.
• Must be able to work independently and take initiative.
• Demonstrated organizational, time management, and multitasking skills.
• Proficiency working with computers and popular software packages.
• Knowledge of school population at target schools.
• Training working with low-income students, potential first-generation college students, or student with disabilities.
• Experience in overcoming disadvantages of circumstances like those of the population in the target area.
• Ability to speak and write in Spanish, preferred.
• Experience advising TRIO project participants, preferred.
EDUCATION:
- Bachelor’s Degree required (Psychology, Sociology, Human Services, Social Work, Education, or related field). Master’s degree preferred.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 20-25 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:
Health, dental, vision, life/AD&D, health care flex plan, LTD, vacation, sick leave, holiday, credit union, tuition reimbursement and retirement plan. 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.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.

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.