

California State University, Fresno Foundation

JOB ANNOUNCEMENT - FDN #09-453

Counselor/Tracking Specialist

POSITION

Part-time, non-benefited position through August 31, 2010 with the Central California Educational Opportunity Center (CCEOC), a TRIO program funded by the U.S. Department of Education. The program is administratively under the Office of the Vice President for Student Affairs and Dean of Students at California State University, Fresno.

DUTIES AND RESPONSIBILITIES: The purpose of CCEOC is to provide information regarding financial and academic assistance available to individuals in targeted areas who wish to pursue postsecondary education, and to provide assistance preparing applications for admission and financial aid. CCEOC serves at least 1,400 low-income, potential first generation college area residents annually. The program also targets eligible participants from both urban and rural areas, single parent heads of households, persons with disabilities, veterans and several other special needs populations.

The Counselor/Tracking Specialist will provide:

- Needs assessment, advising, and application assistance
- Track and contact participants, and provide other academic counseling services as needed.
- This position will be responsible for maintaining participant database information, and researching via the educational website information regarding participant enrollment into postsecondary institutions.
- Conducting outreach activities to community organizations, schools, colleges, and agencies to increase program awareness and participation; and performing other duties as assigned.

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

Have excellent written and oral communication skills. Must be able to work in a fast-paced office and be a positive team player. Be computer literate with proficiency on various computer applications, and with internet research engines. Have good driving record, valid California Driver's License, appropriate car insurance and reliable transportation.

EDUCATION: Bachelor's Degree in Education, School Counseling, Liberal Studies, Social Work or a related field of discipline required.

EXPERIENCE: Have a minimum of one (1) year experience working with minority, low-income, and other disadvantaged students.

PREFERRED: Bilingual in Spanish or Hmong. Similar background as the targeted population of the program

SALARY

\$12.00/hour

FILING DEADLINE: Application review begins: **February 8, 2010**

TO APPLY: Obtain and submit employment application at: **www.auxiliary.com**

California State University, Fresno Auxiliaries-Human Resources
2771 E. Shaw Ave.
Fresno, CA 93710
FAX: 888-514-4075

Resumes will not be accepted without application

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.