

California State University, Fresno Foundation

ACADEMIC COUNSELOR – UPWARD BOUND (UB)

JOB ANNOUNCEMENT #19-001

POSITION & SUMMARY :	<p>Two (2) full-time, benefited positions with the Upward Bound (UB) Program through the California State University, Fresno Foundation. The Upward Bound program is a federally funded TRIO program that has served high school, low-income and first-generation students since 1981 through California State University, Fresno – Foundation. Under the supervision of the Program Director, the Academic Counselor provides intensive academic instruction, academic advising and planning, tutorial assistance, skills curriculum, career orientation and exploration, financial aid application assistance, pre-admission testing, outreach assistance with postsecondary education, and a variety of other services that assist students from Madera High, Madera South & Edison High Schools. The overall mission of the program is two-fold: to provide students with the necessary support and resources to persist in high school and to motivate, encourage & ensure enrollment in post-secondary education. During the summer, a six-week residential program is offered to enhance students' academic performance and career development.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Project Director, the Academic Counselor will be responsible for the following. Typical duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Plan, develop, coordinate and execute the academic year and summer instructional components of the program • Assess students' educational needs and develop strategies to monitor students' academic progress • Assist students with study skills, time management skills and implementation of their Educational Plans (EP) • Provide high quality of program services, case management, and follow up assistance to program participants for positive outcomes of their Educational Plans • Develop testing, instructional support, and personal development workshops • Work with high school instructors and counselors in organizing, planning, and developing instructional assistance for UB students and alumni • Provide assistance with college admissions, financial aid, scholarships, and career development • Assess and conduct learning styles inventories for program participants • Coordinate instructional support activities during the academic year and summer residential component • Coordinate speakers and mentoring activities • Supervise after school tutorial sessions • Responsible for data entry of services and contacts provided to students into program's database on a timely basis. • Develop and implement monthly Saturday college academies • Monitor and track the attendance and academic progress of UB participants throughout their high school and college years through ample documentation • Responsible for initial program eligibility determination of individuals based on review of program applications for meeting criteria to receive program services. • Meet recruitment of students into the program, make presentations and interview students and parents • Collect student applications, assist with screening of students for program eligibility and submit participant recommendations to the Director • Assist in the development and implementation of parent components and workshops • Plan, organize and oversee campus visits and activities • Develop and maintain positive working relationships with community and target school personnel

	<ul style="list-style-type: none"> • Hire, train, supervise and evaluate teachers, tutors, office and other summer residential staff • Provide general assistance to the Upward Bound Director in developing and improving services to program participants • Attend and participate in staff meetings, trainings, and in-services, professional development opportunities, retreats, program regulation trainings, and district policies • Assist with the completion and submission of the annual performance report, evaluations, proposals and other documents necessary for continued funding and successful program operation. • Maintain deadlines and accuracy in records and preparation of reports • Initiate home visits as necessary • Must be available and willing to work evenings and weekends when needed • Perform other related duties as assigned
POSITION REQUIREMENTS:	<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> <ul style="list-style-type: none"> • Bachelor’s degree required in related field. Master’s degree preferred. • Bilingual in Hmong or Spanish preferred • At least two (2) years’ of training and work experience working with a student population similar to that of Upward Bound participants • Must have knowledge of K-12 standards, testing requirements, financial aid, high school graduation requirements, assessments, career development, academic advising, and educational planning. • Must have knowledge of the college admission process and graduation requirements • Computer skills required for maintaining data and reporting purposes • Must work and communicate effectively with students and their parents • Must be flexible with the ability to establish effective working relationships with students, parents, and school personnel • Ability to make presentations and prepare written detailed reports is required • Must have computer skills at a level sufficient to effectively and efficiently carry out the responsibilities of the position (MS Office applications, Excel, PowerPoint, social media, email, database entry and internet usage) • Knowledgeable of campus and community resources • Experience with, and sensitivity to, issues and needs of students from low-income, diverse ethnic, cultural and socio-economic backgrounds • Demonstrated ability to work in a high paced environment with minimal direction and be a positive team player. • Possession of a valid California Driver’s License, reliable transportation, adequate auto insurance and good driving record • Must clear criminal background check
SALARY/BENEFITS:	\$4,160.00 per month. Benefits include health, dental, vision and 401(k), vacation, sick, and holiday pay.
FILING DEADLINE:	Application review begins February 21, 2019; open until filled.
TO APPLY:	<p>Please visit our Auxiliary Human Resource web site at www.auxiliary.com 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. Fresno, CA 93710 Fax: (559) 278-0988 </p> <p>E-mail 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.

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