

# California State University, Fresno Foundation

## COLLEGE COUNSELOR (PORTERVILLE) – EDUCATIONAL TALENT SEARCH JOB ANNOUNCEMENT #18-974

<b>POSITION &amp; SUMMARY:</b>	<b>COLLEGE COUNSELOR</b> - Full-time, 12 month position through the California State University, Fresno Foundation. The Educational Talent Search Program serves high school, low-income and first-generation college bound students. The program assists students to continue, and graduate from secondary school and to enroll in postsecondary educational programs through extensive academic counseling, career/ major orientation and exploration, tutorial assistance and a variety of other intensive services. Schools served are Porterville High, Monache High, and Granite Hills High Schools. This position will primarily be housed at Porterville College, Monday through Thursday, with Friday being an office day from the Fresno State campus.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Program Director, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Preparation and implementation of advising and counseling services to approximately 500 students at the target schools and to work closely with school site counselors and staff</li> <li>• Collecting and pre-screening student applications for program eligibility</li> <li>• Submitting recommendations to the Program Director</li> <li>• Assessing students educational needs</li> <li>• Assisting students with the implementation of their Individual Student Educational Plan (ISEP), college admission test- prep, college admissions, financial aid application, and scholarship and career exploration</li> <li>• Providing workshops, seminars, assisting in the implementation of early outreach activities</li> <li>• Participating in in-service training needed to ensure successful implementation of assigned duties as related to the accomplishment of program objectives</li> <li>• Maintaining records of students for case management purposes</li> <li>• Assisting the Project Director in the preparation of reports, surveys, and other documents necessary for the continued funding and successful operation of the program</li> <li>• Plan, assist and supervise a 2-week summer residential program</li> <li>• Other duties as assigned</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<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 minimum 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"> <li>• Bachelor’s Degree or equivalent in counseling, education, psychology, social work education, or a related field or discipline</li> <li>• One (1) to two (2) years related experience working with a student population similar to Education Talent Search program</li> <li>• Equivalent combination of education and experience</li> <li>• Valid Driver’s License, reliable transportation and adequate insurance as driving is a requirement of the position</li> <li>• Computer skills required for power point presentation, maintaining data and reporting purposes</li> <li>• Must work and communicate effectively with students, parents and other diverse populations</li> <li>• Must have ability to establish effective working relationships with various stakeholders</li> <li>• Ability to make oral presentations and write detailed reports</li> <li>• Experience with and sensitivity to students from diverse cultural and socioeconomic backgrounds</li> <li>• Bilingual in Spanish preferred, but not required</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$3,956.33 per month.</b> Benefits include health, dental, vision and life insurance, 401(k), vacation, sick leave and holiday pay.
<b>FILING DEADLINE:</b>	<b>Application review begins October 26, 2018. Open until filled.</b>

<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>
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**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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