

California State University, Fresno Foundation

PROGRAM DIRECTOR – CAL-SOAP

JOB ANNOUNCEMENT #19-041

POSITION SUMMARY:	<p>Full time, benefited position for the Central California Student Opportunity & Access Program (Cal-SOAP), under the administrative direction of the California Student Aid Commission, through the California State University, Fresno Foundation. The mission of Central Valley Cal-SOAP is to educate, empower and encourage students and their families to access all opportunities to higher education. Cal-SOAP aims to raise the academic achievement and college/university enrollment levels of students from low-income households, elementary and secondary schools, geographic regions with documented low-eligibility and/or college participation rates, and students who are first in their families to attend college. Our vision encompasses a very strong collaborative effort with our partners to insure students' success through services such as: academic tutoring; advisement; college, test prep, financial aid, scholarship, transfer, and loan workshops; and college/university campus field trips.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The Cal-SOAP Program Director reports to the Director of Outreach and Special Programs, with a dotted line reporting to the Cal-SOAP Governing Board, and is accountable to the Associate Vice President for Enrollment Management and the Vice President in the Division of Student Affairs. This position is responsible for the following duties as responsibilities. Typical duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Develop, implement, monitor and maintain all aspects of the Cal-SOAP program and make the necessary decisions to ensure all program objectives and services are met. • Provide leadership, direction administration, planning, organization and oversight of day-to-day and overall operations and functions of the Cal-SOAP program for the California Student Opportunity and Access Program in collaboration with schools, districts, colleges and universities, county and/or regional agencies as needed to implement program requirements. • Prepare and manage the budget, develop procedures and maintain internal budgetary and program operation records to ensure effective utilization of funds and other resources in the accomplishment of program objectives and delivery of services. • Ensure program is implemented in accordance with Cal-SOAP mission, law, policies, and requirements. • Consult and work closely with Governing Board to ensure that services provided by Cal-SOAP meet the goals and objectives of the program. • Oversee the recruitment, hiring, training, supervision, placement and evaluation of program staff, peer advisers, academic tutors, summer staff and interns. • Establish and maintain necessary training and/or information sessions for all program staff. • Develop, administer, prepare, complete, submit and implement reports, evaluations, project proposals/grants, applications, and other documents necessary and/or required by funding agencies for the continued funding and successful operation of the program. • Develop and coordinate the design and management of assessment instruments and program evaluation as needed. • Coordinate contracts with grantors, prepare Cal-SOAP annual program plan and fulfill the responsibilities as a member of the Consortium Governing Board. • Plan content and agenda for Consortium Governing Board meetings. • Meet regularly with Governing Board according to the bylaws schedule and maintain a strong working relationship with the board and consortium members.

	<ul style="list-style-type: none"> • Establish and maintain liaisons with universities, school districts, county service agencies, state agencies, and other partners. • Ensure the planning and coordinating of program activities such as field trips, parent workshops, tutoring, advising, and FAFSA workshops. • Ensure the development and maintenance of a student database. • Maintain collaborative relationships with all consortium members, attend state-wide Cal-SOAP Advisory meetings, establish and maintain a working relationship with the state-wide Cal-SOAP Coordinator and participate in state directors meetings and professional networks as required. • Evaluate program services and write year-end reports and reapplication proposals as required by the California Student Aid Commission. • Perform other related duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<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 (B. A.) from a four (4) year college or university <ul style="list-style-type: none"> ○ Master's Degree preferred • Minimum of two (2) years experience in student services program areas or related field • Minimum of two (2) years of supervisory or management experience • Excellent administrative skills including budget development, fiscal management and report writing • Excellent interpersonal and communication skills (oral and written) • Ability to work with a diverse ethnic, cultural and socio-economic population • Must be flexible with the ability to organize multiple tasks and events, adjust priorities and work under pressure of deadlines • Ability to establish effective working relationships with students, parents and school personnel • Must be able to accommodate flexible work hours including some evenings and weekends • Must be able to supervise people effectively, following all relevant policies, procedures and regulations • Bilingual (English/Spanish) preferred • Must possess a valid driver's license, reliable vehicle, and valid insurance
SALARY/BENEFITS:	\$5,000.00 per month. Benefits include health, dental, vision, life, and 401(K), vacation, sick, and holiday pay.
FILING DEADLINE:	Application review begins August 19, 2019; Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com 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>Email 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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