

California State University, Fresno Foundation

PROGRAM DIRECTOR (PORTERVILLE) – EDUCATIONAL TALENT SEARCH JOB ANNOUNCEMENT #19-043

POSITION & SUMMARY:	<p>Full-time, benefited, 12 month position through the California State University, Fresno Foundation. The Educational Talent Search Program (ETS) 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 referrals, financial aid application and orientation assistance, and a variety of other intensive services. Each year, eligible participants will be selected from designated target schools served, including: Granite Hills High School, Monache High School, and Porterville High School. This position will be housed at Porterville College.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Developing, implementing, monitoring and maintaining all aspects of the Educational Talent Search Program and making the necessary decisions to ensure all program objectives are met. • Supervision and evaluation of all project activities. • Responsible for the supervision and management of the project budget to ensure effective utilization of federal and other resources in the accomplishment of stated program objectives and maintain internal budgetary and program operation records. • Responsible for hiring, training, supervising, and evaluating program staff. • Responsible for developing and implementing internal program policies. • Ensure that the development, administration and implementation of reports, evaluations, project proposals, and other documents necessary and/or required by funding agencies for the continued successful operation and funding of the program are written, prepared and submitted. • Ensuring that the plan for identifying, recruiting, selecting, assessing, and tracking program participants is carried out and responsible for the final selection of project participants. • Responsible for monitoring the program’s database regarding accuracy and completeness. • Maintains on-going communication with Educational Talent Search staff, campus, and community members. • Develop, interpret, communicate and apply project policy and procedures to ensure compliance with Higher Education Opportunity Act, Education Department General Administrative Regulations (EDGAR), Federal TRiO Regulations and institutional policies. • Provide liaison contact with the United State Department of Education, California State University, Fresno target schools and the communities of the targeted service area. • Serve as an advocate to the program’s senior class students and ensure they apply to postsecondary programs and submit a financial aid application. • Responsible for the supervision and evaluation of all project activities leading to the accomplishment of stated program objectives. • Responsible for the collection and verification of data to prepare and submit the Annual Performance Report to the US Department of Education on a yearly basis. • Other 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 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"> • Bachelor’s degree with post baccalaureate coursework required in (Education, Liberal Studies, Social Work, English, or related field;) with a Master's (M.A.) degree preferred or five (5) years of counseling supervision may be substituted. • Minimum of three (3) years of professional experience in working with minority, low income and other disadvantaged students, and prior experience or training in student assessment, career development, academic advisement and guidance, and educational planning. A minimum of at least two (2) years in an administrative position responsible for program implementation and/or supervision of employees.

	<ul style="list-style-type: none"> • Demonstrated ability to effectively manage a student services program and supervise, train, motivate, evaluate and provide work direction to professional and student staff. • Demonstrated ability and knowledge in the areas of curriculum development, budget planning, program management and student assessments. • Proven ability to analyze and evaluate, set priorities and follow through, manage multiple projects/tasks and adhere to deadlines. • Must be flexible with the ability to establish effective working relationships and exhibit professional and personal qualities necessary for establishing and maintaining effective and cooperative working relationships with university and/or school personnel, students, parents, and a diverse staff. • Ability to work independently making appropriate decisions with minimal direction and supervision. • Excellent oral, written communication and interpersonal skills. • Grant writing experience. • Must possess organizational skills including attention to detail, maintaining accurate records and managing multiple activities. • Must be able to collaborator with community based organizations, government agencies and educational institutions. • Demonstrated ability in post-secondary outreach activities. • Demonstrated ability in developing and conducting academic and career related workshops. • 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, and internet usage). • Demonstrated knowledge of and sensitivity to issues and needs of students from low-income, diverse ethnic, cultural and socio-economic backgrounds, populations and commitment in working with underrepresented students. • Knowledge of the educational processes and techniques with culturally diverse populations. • Knowledgeable of campus and community resources. • Familiarity with TRIO programs and US Department of Education regulations desirable. • Familiarity with post-secondary institutions in the target area. • Experience managing and administering programs. • Preference is given to candidates with evidence of success in overcoming disadvantages or circumstances similar to the population of the ETS program. • Must be willing to travel to target school sites and have reliable transportation, and a driving record acceptable to university insurance underwriters. • Participate on grant writing team and assist in grant funding proposal preparation. • Develop, coordinate and implement program marketing and publicity efforts; email and telephone communication, web page updates, program brochures, flyers, and social media. • Must be available to work evenings, extended workdays, and occasional weekends and a summer residential program. • Must clear criminal background check and fingerprinting with the Department of Justice. • Must have a valid driver's license in good standing, a reliable vehicle and insurance. • Bilingual in Spanish is preferred.
SALARY/BENEFITS:	\$5,500.00 per month. Benefits include health, dental, vision and life insurance, 401(k), vacation, sick leave and holiday pay.
FILING DEADLINE:	Application review begins September 3, 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>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</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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