

WORKING TITLE

	<p>range academic & career goals, leadership & campus involvement, social support & confidence, and perseverance & resilience.</p> <ul style="list-style-type: none"> x Design and implement various active interventions in an effort to promote student retention, persistence, and graduation. x Create and manage curricular learning communities grouped by caseload, student need, and other categories. x Within assigned areas of responsibilities, independently plan and organize work priorities, solve problems, and take action. x Perform indepth analysis of specific program needs and develop solutions and approaches to meet those needs.
--	--

40%	<p>Academic Coaching</p> <ul style="list-style-type: none"> x Orient new and continuing program participants to SSS services. x Provide ongoing and consistent contact with program participants via email, phone, in person, or other methods. x Implement proactive service strategies to facilitate student contacts on a weekly basis. x Utilize task management based, strengths based, and noncognitive based advising techniques in all student contacts. x Apply student development theories and other modalities when providing alternative solutions to individual students' personal and academic issues. x Interact interdepartmentally when providing or obtaining information on student cases. x Exercise sensitivity and keen insight when providing comprehensive advisement to students who may experience challenges in selecting and pursuing appropriate educational and career goals. x Develop and deliver curriculum to help students identify their challenges, create goals, and evaluate them realistically. x Perform indepth analysis of individual student or specialized group and re-coordinate the resources needed to address the complex, multifaceted, and/or sensitive concerns. x Develop and implement SMART(ER) goal strategies with students. x Develop comprehensive educational plans in accordance with university academic policy that aid in course selection and career exploration. x Aid students with navigating financial aid and strengthening financial literacy. x Connect and refer students to campus resources such as, tutoring, professional development, research opportunities, student associations, and others as needed.
-----	---

20%	<p>Administrative, Tracking, & Other Responsibilities</p> <ul style="list-style-type: none"> x Extensively track 5 required student services (coaching, tutoring, financial aid, financial
-----	--

	<ul style="list-style-type: none"> x Assist with the preparation of project-related materials and attend project related meetings and trainings on and off campus. x Work collaboratively with core staff to prepare and submit project reports, proposals, and other materials. x Other duties as assigned.
100%	

REQUIRED EDUCATION, SKILLS AND ABILITIES

- x Master's degree in educational counseling or other related field required.
- x Experience working with economically disadvantaged, first generation to college students, and/or students with disabilities.
- x Direct experience with TRIO programs and overcoming personal obstacles will receive stronger consideration.
- x Demonstrated knowledge of holistic academic support services; development of individualized service plans; financial aid and economic literacy; and retention programs. Strong emphasis on task-based and noncognitive proactive advising techniques.
- x Strong attention to detail, especially for federal tracking and auditing. Experience that exhibits strong organizational skills and demonstrated ability to handle multiple tasks under pressure. Should be able to manage time effectively, prioritize workload and meet tight and frequent deadlines.
- x Must be able to accept constructive feedback, be professional and interact positively with ethnically and culturally diverse campus community.
- x High degree of initiative and ability to work without constant supervision.
- x Experience working in collaborative settings, ability to function well under pressure, and handle multiple tasks concurrently.
- x Excellent oral and written communication skills. Proficient computer skills related to MS Office Suite, social media platforms, and design software.
- x Ability to advise students utilizing various learning management systems including PeopleSoft, BlackBoard, EAB Navigate, etc.
- x Regular punctual attendance and availability to work a flexible schedule including evenings and weekends when necessary to meet deadlines and/or attend weekend trainings/workshops.
- x Contribute to equitable and inclusionary work to support student success that strengthen on retention and graduation.
- x Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- x Understand the importance of using inclusive language that does not promote gender/ethnic coding discrimination, and/or selective pronoun usage for faculty, staff, and students.
- x

POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the

discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary Applicant Affirmative Action Information Form below. Submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources

APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use WKLVLQIRUPDWLRQLQLWVHPSOR\PHQWGHFLVLRQVVRZKHWKHURUQRW\RXUH we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs IRU9HWHUDQV\$FWRI ZHFRPSO\ZLWKUHTXLUHPPHQWVWRWDNHD^UPDWLYH HPSOR\PHQWRI TXDOL¿HG3URWHFWHG9HWHUDQVGLVDEOHGYHWHUDQVDFWLYH medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our D^UPDWLYHDFWLRQSURJUDP\RXPD\WHOOXVQRZRU DW DQ\WLPHLQWKHIXW future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential

VETERAN STATUS

a. Status: Select one of the following

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

Disabled Veteran

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

Active Duty Wartime or Campaign Badge Veteran

9HWHUDQ ZKR VHUYHG RQ DFWLYH GXW\ GXULQJ D ZDU RU D FDPSDLJQ has been authorized. List of eligible campaigns can be found at [KWWS_ZZZ_RSP_JRY_VW-D^QJSRUVal2.asp](#).

Armed Forces Service Medal Veteran

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal has been authorized.

Recently Separated Veteran

Veteran who served on active duty and was discharged or released from active duty within the last three years.

Please submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources

- By Mail/Delivery: 6WDWH 8QLYHUVLW\ 'ULYH 6XLWH /RQJ %HDFK &\$
- %\ &RQ¿GHQWLDO +5)D[
- By E-mail:)1' +53\$<52//#&68/% ('8 SXW -RE LQ WKH 6XEMHFW OLQH