

WORKING TITLE	College Aide
PAYROLL CLASSIFICATION	College Aide III N0221
DEPARTMENT	Upward Bound Programs
STATUS	Part-time, Benefitted, Non-Exempt, Hourly
POSTING DATE	02/25/2025
POSITION NUMBER	2693

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide direct, frequent, and on-going services (academic, advising, non-cognitive development) to the assigned caseload participants during the academic year as well as summer components. The caseload will be approximately 40 – 60 (varies on school) Upward Bound participants from local area high schools.
- Conduct student contacts via face-to-face, online, individual, small group, large group, and through other electronic modalities.
- Conduct participant recruitment presentations to students, parents, and community members in both small and large group, public and private settings.
- Ability to travel locally and nationally to fulfill program duties and training requirements.
- Supervises the day-to-day activities and support services for the office and related groups.
- Create collaborative relationships; provide leadership, referral resources and assistance to administrators, trustees, faculty, staff, students and community partners regarding inclusion, equity, diversity, and equal opportunity-related issues.
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

EDUCATION, SKILLS AND ABILITIES

- Minimum of a Bachelor’s degree required, or Master's degree preferred in Education, or other related field.
- Minimum (1) one year of advising experience with strong experience working with economically disadvantaged, first-generation to college students, and/or students with disabilities.
- Direct experience with TRIO programs and overcoming personal obstacles will receive stronger consideration.
- Demonstrated knowledge of holistic academic support services; development of individualized service plans; financial aid and literacy; and retention programs.
- Strong emphasis on task management-based, strengths-based, and non-cognitive pro-active advising techniques.
- Knowledge of college admissions, financial aid, and scholarships preferred.
- Technical ability to learn and build online courses in learning management systems like Google Classroom, Khan Academy, etc.
- Strong skills in attention to detail especially for federal tracking and auditing. Experience that exhibits strong organizational skills and demonstrated ability to handle multiple tasks under pressure.
- High degree of initiative and ability to work independently without constant supervision and manage time effectively, prioritize tasks, and meet tight and frequent deadlines.

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A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the respon