

## Position Announcement

### Program Coordinator/Academic Guidance Counselor Upward Bound (Student Support Services)

Starting salary: \$42,228/year; paid biweekly

Full Time Temporary Position- Continuation Subject to Funding

**\*\* Readvertised\*\***

#### California Polytechnic State University

- Established 1901, Cal Poly is part of the 23-campus CSU system
- A nationally ranked university with over 18,000 students
- Emphasis on "learn by doing"

#### Cal Poly Corporation

- Incorporated in 1940 as a not-for-profit organization to support the educational mission of the University
- Operates commercial activities on campus such as Campus Dining and El Corral Bookstore
- Administers over \$15 million per year in contracts and grants received by the University
- Provides administrative and accounting services for the Cal Poly Foundation and ASI

Application forms can be obtained from the Cal Poly Corporation Human Resources office, by calling 805-756-7107, or visiting our website at [www.calpolycorporation.org](http://www.calpolycorporation.org).

Resumes may be submitted to hold a position, but they **must be accompanied by the Cal Poly Corporation application to be fully considered for the position.** You may email your resume to [fdnhr@calpoly.edu](mailto:fdnhr@calpoly.edu).

#### Mail application to:

Cal Poly Corporation  
Human Resources, Bldg. 15  
San Luis Obispo, CA  
93407-0707

*Cal Poly Corporation offers generous benefits including paid vacation and holidays, sick leave, medical, dental, vision, life insurance, and a retirement program. Cal Poly Corporation is an Affirmative Action, Equal Opportunity Employer.*

**Employment for this position is with Cal Poly Corporation. This is not a State of California position.**

#### TYPICAL ESSENTIAL FUNCTIONS:

##### Program Coordinator:

- Responsible for program development and planning logistics of Upward Bound program activities.
- In concert with Program Director, establish schedules and timelines for academic year and summer residential program activities.
- Coordinate and implement program recruitment cycles for college student employees.
- Coordinate, supervise and manage school site learning centers.
- Maintain weekly contact with target schools, learning centers, program staff and program participants at Arroyo Grande, Guadalupe, Nipomo, Pioneer Valley and Santa Maria. Develop and maintain working relationships with school guidance staff and other key school personnel at target schools.
- Secure facilities at school sites or community agency sites for Upward Bound program activities.
- Coordinate and implement the Upward Bound parent support program including regular communication with parents, parent meetings, parent workshops, parent conferences and home visits.
- Assist with coordination and implementation of outreach to local community outreach programs (AVID, CALSOAP, UC EAOP, MESA, etc.).
- Assist Program Director with the coordination and supervision of student participant recruitment.
- Assist with coordination of the overall Upward Bound summer academic component including supervision of tutorial staff.
- Direct academic year and summer academic enhancement components including tutorial, study skills presentations, work study component, etc.
- Assist in preparation of grant funding proposal.

##### Academic Guidance Counselor:

- In concert with the Program Director and, when applicable, graduate assistant, develop, maintain and coordinate the academic advising (counseling) component.
- Advise Upward Bound program participants regarding their college preparatory programs.
- Develop, maintain and monitor individual education plans for each student participant from time of program admission through program graduation.
- In concert with the Program Director assist student participants and their parents with necessary forms for college entrance exams, college admission and financial aid.
- In concert with Program Director, create and distribute a senior/junior/sophomore college entrance exam calendar. Follow-through to ensure program participants are registering and testing for entrance exams (PSAT, SAT I & II, ACT, ELM and EPT).
- Maintain up-to-date knowledge of college entrance, financial aid requirements and scholarships as well as programs of study and revisions for student participants.

## **TYPICAL ESSENTIAL FUNCTIONS (continued)**

- Network with university admissions and Educational Opportunity Program officials.
- In concert with Program Director, create and maintain annual senior activities program including admissions workshops, scholarship searches, motivational speakers, career guidance and financial aid assistance.
- Teach “Senior Survival Seminar” class during summer program.
- Maintain current and accurate records of students served. Maintain and document all diagnostic and post-assessment data and related measures of student performance.
- In concert with Program Director, advocate for program participants at their respective schools.
- Work with Program Director and lead outreach advisors in identifying student needs and developing retention strategies.

### **Staff Supervision, Training and Evaluation:**

- Recruit, hire, train, supervise, evaluate, assign and schedule Upward Bound academic year and summer outreach advisors.
- When applicable, recruit, hire, train, supervise and evaluate Upward Bound graduate student assistant.
- Confer with Program Director, department human resource specialist, Cal Poly Corporation and Sponsored Programs regarding staff recruitments and employee policies.

### **Other Duties as Assigned:**

- Participate on university committees as assigned by Program Director and Student Academic Services Director.
- Serve as liaison to target schools, community, university and professional associations.
- Represent program in community, university and target school partnerships and committee

## **ESSENTIAL REQUIREMENTS:**

**Education:** Bachelor’s degree and two years of professional student services related experience (preferably with low-income, first-generation college bound populations) or secondary teaching credential/MS/MA degree with one year of professional student services related experience (preferably with low-income, first-generation college bound populations). Must be bilingual (Spanish/English).

### **Required Experience:**

- Proven experience with academic and personal advising/counseling skills preferably with ethnic minority, low-income, first-generation college bound or other non-traditional or underserved secondary school level student populations.
- Demonstrated experience in planning, coordinating and implementing educational programs or academic support services for ethnic minority, low-income, first-generation college bound or other non-traditional student populations.
- Demonstrated experience in hiring, training, supervising and evaluating employees.
- Demonstrable collaboration skills.
- Demonstrated ability to interpret and apply program rules and regulations and to reason logically.
- Must possess working knowledge of assessment procedures. Proven ability to analyze, set priorities and follow through.
- Demonstrated ability to collect, analyze and evaluate data and make verbal and written presentations based on data collection.
- Must possess strong organizational skills including attention to detail and managing multiple activities.
- Demonstrated experience developing and maintaining accurate and detailed records.
- Proven ability to communicate effectively both verbally and in writing and to effectively communicate on an individual and group basis.
- Exhibit professional and personal qualities necessary for establishing and maintaining effective and cooperative working relationships with school site personnel, students, parents and a diverse staff.

## **ESSENTIAL REQUIREMENTS (continued)**

- Must possess strong command of conflict resolution skills.
- Must have proven experience exercising sound judgment in establishing work priorities and managing tasks.
- Demonstrated ability to participate and contribute to group meetings, conferences and workshops. Continued professional development expected.
- Must possess job related experience with on-line computer systems, databases, word processing, spreadsheet software, email and web applications.
- Must have experience working with ethnic minority, low-income, first-generation college bound, and other non-traditional or underserved student populations--preferably in an educational environment with secondary school students.
- Must have reliable transportation and ability to drive to school sites. Must have the ability to hold a valid California driver's license and have a driving record acceptable to our insurance underwriters.
- Must be available to work some evenings, weekends and a summer residential program. Demonstrated ability to adjust to change in schedules and respond professionally.
- Must possess commitment to program objectives.
- Must submit to fingerprinting and TB testing.

**Preferred Experience:** Experience with TRIO or other educational equity programs; knowledge of college admissions procedures and high school graduation requirements.

Full-time regular attendance required. Must complete an application to be fully considered for this position.

**Position is open until filled.**