

## California State University, Long Beach Research Employment Opportunity

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|-------------------------|---|
| WORKING TITLE:          | GEAR UP Program Coordinator                 |
| PAYROLL CLASSIFICATION: | Administrative Support Assistant IV (N2204) |
| DEPARTMENT:             | DSA/Assessment and Education Partnerships   |
| STATUS:                 | Full-time Benefited/Non-Exempt              |
| POSTING DATE:           |   |
| POSITION NUMBER:        | 2570  |

### **JOB SUMMARY:**

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a federally funded program aimed to increase the college and career readiness of low-income first-generation, underrepresented middle school/high school students and their parents/guardians in the Norwalk La Mirada School District. Under the direct supervision of the Director, the Program Coordinator is responsible for program service development, implementation and management at each assigned site; supervision and mentorship of college success coaches, overseeing training and development and managing data collection and analysis. Individuals in this role must be committed to closing the opportunity and access gaps among low-income, first-generation to college, under-represented high school students.

### **WORK LOCATION:**

This position involves travel and oversight of K-12 school sites at assigned district, as well as administrative duties at the GEAR UP operations office in Long Beach, CA.

### **ESSENTIAL JOB FUNCTIONS:**

Specific duties include but are not limited to:

#### **Program Development and Services Coordination**

- Coordinate college awareness and readiness programming (virtual and in-person) for GEAR UP students and families, including but not limited to: career exploration and advising, college exploration and advising, college tours (local, regional, and national), and test preparation and participation, the college application/admission/matching process, financial aid, long range academic and career goals and social emotional learning;
- Assist Director in evaluating virtual and in-person programs and services (college application workshops, financial aid workshops, financial literacy workshops, individual and group advising, classroom presentations and parent meetings);
- Design and implement targeted virtual and in-person interventions in an effort to promote student retention, persistence and graduation in coordination with advisors, site supervisors and district administration. Group and one-on-one advising sessions are included;
- Schedule and implement virtual and in-person program services and field trips in coordination with advisors, site supervisors and district calendars;
- Establish annual program calendar aligned with district, school site and grant priorities.

#### **Site Management and Advising Staff Supervision**

- Provide ongoing and consistent contact with all school site coordinators and personnel via e-mail, phone, in-person, or online methods at multiple school site locations;
- Perform in-depth analysis of individual student, parent/family or specialized group needs and readily coordinate the resources needed to address the complex, multifaceted and/or sensitive concerns;
- Enforce university, Research Foundation and school district policies regarding work schedules, payroll and employment expectations;

- Assist Director with general personnel duties, including payroll, scheduling, reporting and training of coaches/advisors;
- Responsible for site staff training and development in areas including, but not limited to college admissions, financial aid, counseling and communication, professionalism and student development;
- Assist with the preparation of program-related materials and attend program related meetings and trainings on and off campus;
- Participate in professional development at the local, regional, and/or state level;
- Attend GEAR UP meetings and trainings as needed;
- Plan and participate in weekly one-on-one team meetings with the manager;
- Participate in other events aimed at promoting or developing GEAR UP and its schools;
- Provide direct supervision of College Success Coaches and other support staff at each site. Supervision responsibilities include coordinating schedules, regular one-on-one check-ins, team meetings, additional training sessions and managing daily operations.

### **Data Collection and Office Administration**

- Collect, enter, track and analyze data related to GEAR UP activities for required U.S. Department of Education annual progress reports as well as general project operation;
- Compile monthly program service data using CoBro data warehouse;
- Create and maintain GEAR UP communications, including writing and design for print, website, e-newsletter, social media and manage listservs;
- Assist Director in the management of contracts with GEAR UP schools and partners;
- Ensure all program services are accurately documented at each site assigned;
- Work collaboratively with the GEAR UP team to prepare and submit reports, proposals and other materials;
- 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.

### **MINIMUM EDUCATION, SKILLS AND ABILITIES:**

- Bachelor's Degree required. Master's Degree preferred with emphasis in education, education counseling, public policy, sociology or a related field;
- Minimum of three (3) years of educational program coordination/counseling experience related to college access;
- Demonstrate knowledge of holistic academic support services, development of individualized service plans; financial aid and literacy, college access programs and California college systems;
- Basic knowledge working with a diverse student population and sensitivity to culture, race, ethnicity, gender identity, sexual orientation and socio-economic status;
- Strong attention to detail, especially for 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 tasks and meet tight and frequent deadlines;
- High degree of initiative and ability to work without constant supervision is required, flexible regarding work hours and has the ability to work overtime when necessary to meet deadlines and/or attend weekend trainings/workshops;
- Excellent oral and written communication skills. Social media communication skills are highly preferred;
- Must be able to accept constructive feedback, prioritize workload, be professional and interact positively with others;
- Possess a friendly and outgoing personality and demonstrates the ability to work with diverse student populations;
- Willing to travel to various colleges and K-12 school sites, have reliable transportation and vehicle insurance;
- Regular, punctual attendance required;

- Contribute to equitable and inclusionary work to support student-success that strengthen on retention and graduation;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment;
- 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;
- Provide resources and/or referrals to all students to support to academic success, basic needs, health and wellness, and/or creating a student-ready environment.

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

**GRANT FUNDED EMPLOYMENT:**

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

**COMPENSATION:** Full time/Non-exempt | **Hourly Rate: \$27.88 - \$30.29**

**FILING DEADLINE:** Open Until Filled

**Note:** In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

**COVID-19 VACCINATION REQUIREMENT**

Upon being hired, all individuals will be required to attest/certify their COVID-19 vaccination and booster (if applicable) status (proof of vaccination will be required).

**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 background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

**APPLICANT PROCEDURE:**

Interested individuals should forward their cover letter, resume and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- **By Mail/Delivery:** 6300 State University Drive, Suite 332, Long Beach, CA 90815;
- **By Confidential HR Fax:** (562) 985-1726;
- **By E-mail:** [FND-HRPAYROLL@CSULB.EDU](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should

inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

**NOTICE:**

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-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 –**

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## 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 this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is voluntary. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

1. Name: \_\_\_\_\_

2. Date of application: \_\_\_\_\_

3. Position(s) applied for: \_\_\_\_\_

4. Gender:        Male        Female

5. Race/ethnic background (check one only):

- Hispanic/Latino       Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White       Persons having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black/African American       Persons having origins in any of the black racial groups of Africa.
- Asian       Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native Hawaiian/Other Pacific Islander       Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian/Alaska Native       Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment.

- Two or more Races      Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native.

6. Veteran Status:

a. Status: Check one of the following boxes

- I identify as one or more of the classifications of Protected Veteran listed below.
- 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--      (Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmedal2.asp>)

Armed Forces Service Medal Veteran--      (Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985).

Recently Separated Veteran--      (Veteran who served on active duty and was discharged or released from active duty within the last three years).

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