

**California State University Long Beach, Foundation
Employment Opportunities**

WORKING TITLE:	RISE Learning Community Coordinator
PAYROLL CLASSIFICATION:	Educational Counselor I
DEPARTMENT:	Research Initiative for Scientific Enhancement Program (RISE)
STATUS:	Part Time (20 hours per week) w/pro-rated benefits
POSTING DATE:	October 6, 2009
POSITION:	2145

ESSENTIAL JOB FUNCTIONS:

Under the general direction of the SAS Center Co-Director, the RISE Learning Community (RISE-LC) Coordinator will be a student-centered STEM professional responsible for creating and supporting a collaborative, interactive environment between RISE students and faculty on campus and our network of partners in Ph.D.-granting institutions and industry; managing the online web-based presence of the RISE Program for all students and faculty.

EDUCATION, SKILLS AND ABILITIES:

BA/BS degree required; experience in student services or a related field; MA/MS in counseling, career counseling and student development in higher education or related field preferred; experience in research in Natural Sciences, Engineering or Social Science preferred; ability to apply professional judgment and sensitivity in confidential student matters, interpret and apply program regulations/policies; familiarity with undergraduate research opportunities/programs, science, technology, engineering and mathematics majors/careers preferred; knowledge of graduate school requirements, applicant procedures and academic advisement; working knowledge of computer hardware and proficiency in applications in word processing, database, spreadsheets, email and internet software (MS Access, MS Excel, Blackboard, PeopleSoft Student Administration System and web design software); ability to track, maintain and update database of students and alumni; demonstrate effective oral and written communication and communicate effectively with an ethnically and culturally diverse student population; work effectively with students, faculty, staff and community partners.

Must be able to accept constructive criticism, prioritize work load, be professional and interact positively with others. Regular attendance required.

SALARY:

\$18.80-\$22.85/hr. (Non-Exempt)

FILING DEADLINE:

Open Until Filled

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume and completed employment application referencing Position #2145 to CSULB Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at www.foundation.csulb.edu for [e-mail instructions](#). A separate application is necessary for each job 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 Associate Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Associate Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE:

The California State University, Long Beach 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 Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the Foundation rests solely with the Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but not limited to; California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the Foundation.

Please read and complete voluntary **Affirmative Action Information Form** below.
Submit with resume/application to Foundation HR.

AFFIRMATIVE ACTION INFORMATION FORM

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered 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 anytime in the future. We also invite you to tell us now, or at anytime 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 employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

1. Name: _____

2. You may check any item applicable to you:

Disabled (Anyone having any physical or mental impairment, which substantially limit one or more major life activities)

Special Disabled Veteran (Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.)

Vietnam Era Veteran (Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases)

Other Protected Veteran (Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at www.opm.gov/veterans/html/vgmedal2.htm. Also, 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)

Newly Separated Veteran (Veteran who served on active duty and was discharged or released within the last three years)

3. If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely: _____

Signature: _____

Date: _____