

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

WORKING TITLE:	Educational Coach
PAYROLL CLASSIFICATION:	Extended Education Specialist I
DEPARTMENT:	TRIO - Upward Bound I & II Program
STATUS:	Full Time w/Benefits (Exempt)
POSTING DATE:	August 25, 2017
POSITION NUMBER:	2385

ESSENTIAL JOB FUNCTIONS:

Innovative, authentic and inspiring applicants are sought to apply for the Educational Coach for the Upward Bound Program (UB) position, a 100% federally funded TRIO program. Under the direct supervision of the Director, the Educational Coach is responsible for meeting the supplemental high school academic development and non-cognitive personal skills needs of high school youth who are low-income, first-generation to college, and/or have a disability, by providing services that increase the high school academic success, high school graduation, university eligibility and enrollment, and eventual university graduation. Applicants must show commitment to closing the achievement gap.

Specific duties include but are not limited to:

- Provide direct, frequent, and on-going services (academic, advising, non-cognitive development) to the assigned caseload participants each year during the academic year and summer components. The caseload will be approx. 90-100 high school students.
- Conduct student contacts via face-to-face, online, individual, small group, large group, and through other electronic modalities.
- Conduct participant recruitment presentation to students, parents, and community members in both small and large group, public and private setting.
- Ability to travel locally and nationally to fulfill program duties and training requirements.

Time and Effort Responsibilities

55% Skills Development Responsibilities

- Orient new and continuing program participants to Upward Bound Program requirements and ensure participation in program services.
- Deliver advising services in-person and online.
- Connect, refer, and follow up for students to tutoring, academic support courses, study skills workshops, and other resources on campus.
- Create and teach student development Courses and Workshops.
- Develop student non-cognitive abilities, behaviors, and strengths: Positive Academic Behaviors, Self-Confidence & Self-Efficacy, Long Range Academic & Career Goals, Leadership & School and Community Involvement, Social Confidence, and Perseverance & Resilience.
- Create and manage virtual co-curricular learning communities grouped by student need, and other categories.
- Plan, Coordinate and chaperone overnight student trips both local and out of area overnights.
- Maintain strong and active social media presence.

20% Educational Coaching

- Implement pro-active service strategies to facilitate student contacts to caseload every week. Utilize task management-based, strengths-based, and non-cognitive based advising techniques.
- Collect and review high school grades cards, and advise and monitor student's progress towards completing high school graduation and college admission A-G course requirements.
- Review student's academic progress to determine specific subject area need for services, evaluate tests scores, and assist students in preparing for state and national standardized tests.
- Develop and implement goal strategies with students.
- Develop educational plans, assist in course selection, and college exploration based on each grade level of students.
- Develop educational plans for learning about financial literacy, financial aid and scholarship program.
- Provide and follow-up with personalized community referrals.

25% Administrative, Tracking, & Other Responsibilities

Assume academic year and summer components and program-wide responsibilities as assigned:

- Assist with federal tracking of Upward Bound Program required services especially frequent student contacts within those services.
- Actively recruitment of Upward Bound Program participants.
- Maintain student and program reporting data using on-line reporting system.
- Maintain program Beach Board group and social media.
- Develop, produce Upward Bound Program marketing materials.
- Coordinate and train student workers.
- Assist in the planning and organizing of events and projects.
- Attend staff meetings, retreats, and professional development workshops and conferences.
- Assist with the preparation of project-related materials and attend project related meetings on and off campus.
- Work collaboratively with UB staff to prepare and submit project reports, proposals, and other materials.
- Work collaboratively with other TRIO programs, outreach/academic success programs, and university programs and offices.
- Other duties as assigned.

REQUIRED EDUCATION, SKILLS AND ABILITIES:

- Minimum of a Bachelor degree required, or Master's degree preferred in Education, or other related field.
- Minimum (4) four years of advising experience with strong experience working with economically disadvantaged, first generation to college students, and/or students with disabilities. A Master's degree will be accepted as two years of experience.
- 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 scholarship preferred.

- Technical ability to learn and build online courses in learning management system 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.
- Must be able to work flexible work hours and have the ability to work extended hours when necessary to meet deadlines and/or attend weekend trainings/workshops. The academic year workweek is Tuesday to Saturday and work hours are 10:00 am to 7:00pm. Extended hours may be required during the summer component.
- Must have experience working in team settings, work well with others, function well under pressure, handle multiple tasks concurrently, and remain professional at all times.
- Excellent oral and written communication skills. Social media communication skills are highly preferred.
- Must be capable of communicating effectively with Program participants and their families, high school, postsecondary institutions, community agencies personnel, and CSULB faculty, staff, and administrators.
- Experience working with various computer programs including MS Office Suite, and various online programs.
- Must have a valid driver's license.
- Fluent in Spanish is highly desirable.

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

The incumbent is an employee-at-will and the position is restricted to the conditions set forth in the grant. Therefore, ongoing employment will be contingent upon continual renewal of grant monies and availability of funds.

BACKGROUND CHECK REQUIREMENT:

A background check (including a reference and criminal records check) must be completed and the individual cleared before any candidate can start work with the CSULB Research Foundation. Failure to complete the background check and receive clearance may affect the application status of individuals and/or continued employment of current CSULB Research Foundation employees who apply for a new position.

SALARY:

\$49,000 – \$52,000 per year (Exempt)

FILING DEADLINE: Opened Until Filled

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume and completed employment application referencing Position number to CSULB Research 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 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 Research Foundation rests solely with the Research 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 Research Foundation.

Please read and complete voluntary **Affirmative Action Information Form** below.

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 items 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 May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.

Other Protected 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 May 7, 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: _____