

## **California State University, Long Beach Research Foundation Position Description**

WORKING TITLE:	Academic Skills Coach
PAYROLL CLASSIFICATION:	Extended Education Specialist II
DEPARTMENT:	TRIO- Student Support Services Program (CLASSIC, STEM/HEALTH & DISABILITY grants)
STATUS:	Full Time w/Benefits (Exempt)
POSTING DATE:	August 29, 2018
POSITION NUMBER:	2431

### **ESSENTIAL JOB FUNCTIONS:**

Innovative, authentic and inspiring applicants are sought to apply for the CSULB Academic Skills Coach for the Student Support Services Program (SSSP) position, a 100% federally-funded TRIO program. Under the direct supervision of the Director of SSSP, the Academic Skills Coach (ASC) is responsible for meeting the academic and noncognitive skill building needs of students who are low-income, first-generation to college, and/or have a disability, by providing services that increase retention, success, and graduation. Applicants must show social justice commitment to closing the achievement and access gaps.

Specific duties include but are not limited to:

- Provide direct, frequent, and on-going holistic services (academic advising, learning skills, financial aid assistance, financial literacy, graduate school and career preparation, and noncognitive development,) to 225+ assigned caseload participants each year.
- Design and implement co-curricular in-person, online, and hybrid workshops. Conduct student contacts individually face-to-face, online, individual, small and group settings, and through other electronic modalities like online portfolios.
- Manage multiple and complex student cases and other assignments without detailed instruction or in situations where guidelines are not well-established.

### **Skills Development Responsibilities**

- Develop and deliver in-person and online success activities, workshops, video blogs, and topic discussions. Examples of services include study skills, overcoming obstacles and imposter syndrome, academic success, research and graduate school preparation, resume building, scholarship applications, and other related topics.
- Maintain strong and active social media presence.
- Develop universally designed curriculum that addresses students' non-cognitive abilities, behaviors, and strengths: pro-academic behaviors, self-confidence & self-efficacy, long range academic & career goals, leadership & campus involvement, social support & social confidence, and perseverance & resilience.
- Integrate multiple student development theories and related models when designing and implementing student learning outcomes that address 5 required services as stated in the grant.
- Design and implement various active interventions in an effort to promote student retention, persistence, and graduation.
- Create and manage virtual co-curricular learning communities grouped by caseload, student need, and other categories.

- Within assigned areas of responsibilities, independently plan and organize work priorities, solve problems, and take action.
- Perform in-depth analysis of specific program needs and develop solutions and approaches to meet those needs.

#### Academic Coaching

- Orient new and continuing program participants to SSSP services.
- Provide ongoing and consistent contact with program participants via email, phone, in person, or online methods.
- Implement pro-active service strategies to facilitate student contacts on a weekly basis.
- Utilize task management-based, strengths-based, and noncognitive-based advising techniques in all student contacts.
- Apply student development theory and other modalities when providing alternative solutions to individual students' personal and academic issues.
- Interact interdepartmentally when providing or obtaining information on student cases.
- Exercise sensitivity and keen insight when providing comprehensive advisement to student who may experience challenges in selecting and pursuing appropriate educational and career goals.
- Develop and deliver curriculum to help student identify their challenges, create goals, and evaluate them realistically.
- Perform in-depth analysis of individual student or specialized group and readily coordinate the resources needed to address the complex, multifaceted, and/or sensitive concerns.
- Develop and implement SMART(ER) goal strategies with students.
- Develop comprehensive educational plans in accordance with university academic policy that aid in course selection and career exploration.
- Aid students with navigating financial aid and strengthening financial literacy.
- Connect and refer student to campus resources such as, tutoring, professional development, research opportunities, student associations, and others as needed.

#### Administrative, Tracking, & Other Responsibilities

- Extensively track 5 required student services (coaching, tutoring, financial aid, financial literacy, & graduate school/career preparation), in accordance with federal rules and regulations.
- Assist in the recruitment of Program participants.
- Assist with maintaining program reporting data.
- Maintain program BeachBoard group and social media promotion.
- Develop, produce, and oversee program marketing materials and information boards.
- Coordinate and train graduate student coaches and projects.
- Assist in the planning and organizing of events, workshops, and conferences.
- Actively participate in staff meetings, retreats, and professional development conferences.
- Attend project related meetings and trainings as assigned.
- Assist with preparation of project-related materials and attend project related meetings and trainings on and off campus.
- Work collaboratively with core staff to prepare and submit project reports, proposals, and other materials.
- Other duties as assigned.

**REQUIRED EDUCATION, SKILLS AND ABILITIES:**

- Master's degree in Education or other related field required and 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 noncognitive pro-active advising techniques given highest priority.
- Technical ability to learn and build online courses in learning management system like BlackBoard, Google Classroom, etc.
- Strong attention to detail, especially for federal 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.
- 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.
- Experience working with various computer programs including MS Office Suite, and various online and social media programs.

Must be able to accept constructive criticism, prioritize work load, be professional and interact positively with others. Candidate should possess a friendly and outgoing personality. Regular punctual 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.

**SALARY:** \$2166.67 per pay period (24 pays per year) (Exempt)

**FILING DEADLINE:** 09/10/18

**POST OFFER BACKGROUND CHECK REQUIREMENT:**

For certain positions, a post offer live scan 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 employees who has applied for 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 CSULB Research Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at [www.foundation.csulb.edu](http://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 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 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 **Affirmative Action Information Form** below.  
Submit with resume/application to Research 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 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](http://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: \_\_\_\_\_