

California State University, Long Beach Research Foundation Employment Opportunities

Working Title:	Recruiter
Payroll Classification:	Community Service Specialist II
Department:	College Assistance Migrant program & High School Equivalency Program
Status:	Full-time benefitted (Exempt)
Posting Date:	January 2, 2019
Position Number:	2443

ESSENTIAL JOB FUNCTIONS:

The College Assistance Migrant Program (CAMP) and High School Equivalency Program (HEP) are federal programs funded by the U.S. Department of Education under the Office of Migrant Education. The College Assistance Migrant Program assists students who are migratory or seasonal farmworkers (or children of such workers) enrolled in their first year of undergraduate studies at CSULB. The High School Equivalency Program assists migratory and seasonal farmworkers (or children of such workers) who are 16 years of age or older and not currently enrolled in school to obtain the equivalent of a high school diploma and, subsequently, to gain employment or begin postsecondary education or training. Under the direct supervision of the CAMP/HEP Program Director the CAMP/HEP Recruiter locates, identifies and recruits eligible participants on behalf of both programs. The CAMP/HEP Recruiter will be directly responsible for coordinating all aspects of outreach and recruitment efforts along with other program related support services.

DUTIES AND RESPONSIBILITIES:

- Coordinate all aspects of outreach and recruitment programming activities, events, workshops, and presentations for both programs on and off campus.
- Assist Program Director in providing supervision and training of all recruitment projects and activities.
- Assist participants in correctly completing program(s) applications and/or University enrollment admission process.
- Conduct individual financial aid appointments and conduct financial literacy presentation/workshops for current and prospective participants at various high schools, universities/colleges, and community outreach events.
- Refer participants to other campus and community facilities and services.
- Travel throughout the state of California to recruit and enroll eligible CAMP/HEP participants.
- Coordinate identification and application follow-up of CAMP/HEP eligible participants.
- Ensure all program and/or University recruitment, retention, and attainment goals and objectives are met.

- Conduct home and site visits to CAMP and HEP applicants when deemed appropriate and necessary.
- Serve as the primary liaison between CAMP/HEP and the California Migrant Education Program (MEP).
- Travel throughout the state of California to meet with various Migrant Education Regional Directors and staff to coordinate referrals for eligible CAMP/HEP applicants.
- This position also requires availability to work flexible hours, including evenings and weekends especially during program and/or University admission periods.
- Assist with program orientations events, educational excursions, student retreats, leadership conferences, recognition and graduation ceremonies, and other related programming events.
- Assist Program Director with program data collection for program and/or University reports.
- Maintain accurate outreach and recruitment data yields for reporting purposes.
- Must be self-directed, organized, and have the ability to work within a team setting.
- Must have the ability to use initiative and resourcefulness in planning, implementing, and evaluating program work assignments.
- Must hold a valid California driver's license, have dependable transportation and car insurance.
- Assist with Division of Student Affairs events, programs, activities, and workshops when applicable.
- Additional duties as assigned.

This position is employed through the CSULB Research Foundation. Employment is at-will. This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon continual renewal of grant monies and availability of funds.

EDUCATION, SKILLS AND ABILITIES:

- Minimum a Bachelor's degree from a four-year college or university required with two (2) years of experience providing educational support services preferred.
- Minimum two (2) years' experience serving migrant and/or seasonal farmworker populations, out-of-school youth or similar underrepresented populations in the field of education, agriculture, or social services required.
- Prior experience in interviewing, soliciting and/or receiving information from customers/clients in an agriculture, education, social services, or non-profit/government setting required.
- Personal experience overcoming barriers similar to those of the participants served by the project, highly preferred.
- Prior experience conducting outreach and recruitment admissions presentations and works at a college/university setting required.
- Extensive knowledge of CSU admissions requirements, financial aid application submission process required.
- Experience working with underrepresented, low-income, nontraditional populations within community agencies, high schools and/or in the university setting highly preferred.

- Must be bilingual in both English and Spanish; and possess strong communication and presenting skills.
- Demonstrate the ability to write concise, well-written reports and documents in both English and Spanish.
- High degree of initiative and ability to work without constant supervision is required.
- 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.
- Should be able to manage time efficiently, prioritize tasks, and meet tight production deadlines.
- Must be able to accept constructive criticism, prioritize workload, be professional, interact positively with others, and possess a friendly and outgoing personality.
- Regular punctual attendance required.
- Must have valid driver's license and good driving record.

Must be able to accept constructive criticism, prioritize workload, be professional, interact positively with others and possess a friendly and outgoing personality. Regular attendance 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 any candidate 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 individuals and/or continued employment of a current CSULB Research Foundation employees who has applied for a new position.

SALARY: \$2,080-2,470 per pay period (24 pays per year) (Exempt)

FILING DEADLINE: Open Until Filled

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume and completed employment application referencing position 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 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 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 CSULB 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. 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: _____