



Educational Opportunity Program (EOP) Advisor

Closes: Wednesday, January 1, 2020

(Job #19-82) Student Services Professional IA, Educational Opportunity Program (EOP) Advisor, \$3,513-4,298/month. Appointments are typically made at the beginning of the salary range. This is a temporary, full-time, benefited, 12-month pay plan position in the Educational Opportunity Program. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>. This position is funded for a 3-Year period beginning in the 2019-20 academic year. Continuation of the position is contingent upon meeting GI 2025 goals for which this position is funded and the availability of continued funding for this position.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multi-racial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: EOP Advisors provide academic assistance and support services to an assigned caseload of low income, first generation and ethnic minority college students participating in the EOP program. Under the supervision of the Director of EOP, the incumbent will also provide support services for new students, including orientation programs, summer and fall academic prep programs, and assessment and referral for basic skills course work and learning assistance services.

Duties:

- Provide academic and financial aid advisement for program students, including academic skills assessment, assistance with course selection, scheduling, educational planning, satisfactory academic progress requirements, progress towards graduation, financial aid eligibility, and satisfactory progress requirements for financial aid
- Provide career and personal advising services and referral
- Assist with developing and presenting basic skills curriculum and support services for new program students
- Assist with graduate school advising and prep workshops
- Monitor student performance and persistence
- Maintain appropriate documentation of services provided
- Participate in planning and training of Resident Mentors for the EOP Summer Bridge Program.
- Participate in planning, development, and facilitation of activities and curriculum related to new student orientations and other transition services for new program students
- Participate in planning, training, and guiding of services delivered by Peer Mentors and/or Peer Advisors. Services may include intensive focus on one or more of the following: 1) coaching of academic engagement and behavioral strategies, 2) guidance in academic planning, 3) navigation to graduation, 4) coaching towards gaining experiential opportunities through employment, internship, research, or other hands-on career/discipline related opportunities
- Assist with other program activities for low income, first generation college students

Minimum Qualifications: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration, or a job-related field. Specialized experience during which the applicant has acquired and successfully applied the required knowledge and abilities listed below may be substituted for the required education on a year-for-year basis.

Required Knowledge, Skills, and Abilities:

Working knowledge of:

- Principles and practices of academic and financial aid advising
- Issues of concern facing program students, which can negatively impact college persistence and graduation
- Basic principles of individual and group behavior
- Research and observation techniques for the purpose of recording, classifying, and interpreting factual information

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HUMBOLDT STATE UNIVERSITY



- Techniques and methods of interviewing

Ability to:

- Gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations; participate in and contribute to group meetings, conferences and interviews
- Communicate effectively with a diverse population both verbally and in writing; write clear and concise reports
- Establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations and other private and public agencies

Preferred Qualifications:

- Bachelor's degree in a field related to student affairs administration, advising, or counseling
- One year of experience in academic advisement or mentoring at the professional or paraprofessional level with low-income, first-generation and/or underrepresented students
- Professional experience working in an educational setting with students from a diverse range of cultural and economic backgrounds
- Prior academic assessment, career/work/internship placement, or advising experience in a college setting
- Priority will be given to applicants who have overcome barriers similar to those confronting program participants

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/72035>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Wednesday, January 1, 2020. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (19-82) and applicant's last name in the subject line of the message.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3079

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: December 3, 2019

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.