



HUMBOLDT STATE UNIVERSITY



Admissions Counselor

Closes: Wednesday, January 22, 2020

(Job #19-89) Student Services Professional II, Admissions Counselor, \$4,304-6,120/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 Office of Admissions. 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>.

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: This position will have two funding sources, and be focused on two main areas: Hispanic-Serving Institution (HSI) STEM Transfer Coordinator and Admissions Counselor. The incumbent will focus their time on increasing numbers of well-prepared students who identify as Latinx and who are pursuing degrees in STEM-related fields (Science, Technology, Engineering, Mathematics) and on general Admissions Counselor duties to all students interested in pursuing higher education at Humboldt State University.

Duties:

Serve as HSI STEM Transfer Coordinator For all activities/expectations, work closely with supervisors in Admissions/Registrar as well with Project Director for HSI STEM grant, and cooperatively with assessment plans as directed by post-doc lead assessor. The end goal of this work is to increase the number of Hispanic and/or low-income student who earn B.S. degrees in STEM fields from HSU. These duties include:

- Conduct a collaborative inventory of existing course articulations from each target community college (CC) to each STEM major at HSU. Identify and prioritize “missing and broken links.” (Maintain inventory)
- Develop content for new recruiting materials to clarify “pathways” for prospective students at the target CCs. Work with MarCom to produce materials; work with CCs to disseminate materials.
- Take lead on recruiting and outreach efforts, with two strategic visits to each partner community college by a team from HSU (incl. STEM faculty and transfer ambassadors - students from the major).
- Administer welcome reception for transfer students at HSU’s Fall and Spring Previews.
- With input from faculty, transfer ambassadors, and advisors, draft a plan for a newly proposed 1-unit transfer first semester seminar courses, arranged by the same clusters of majors as the freshmen-level learning communities (i.e., natural resources, engineering, physical sciences, marine sciences, and life sciences).
- Actively engage in campus discussions pertaining to the development and implementation of a Transfer Center, focused on supporting the transition of new transfer students to HSU.

Serve as Admissions Counselor of the Day. These duties include:

- Answering email and phone inquiries
- Being available for drop-in admissions appointments with prospective students
- Being fully versed in admissions criteria, impact criteria, dates and deadlines and steps to enrollment

When Incumbent is visiting the three campuses identified by the HSI STEM grant, they will also meet with the general student population to recruit for Humboldt State across all programs. Incumbent will also have recruitment region in California where he/she will build relationships with counselors at community colleges, recruit students during classroom visits and college fairs. Incumbent will also assist in on-campus yield events.

Minimum Qualifications: Education: 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. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities listed below may be substituted for the required education on a year-for-year basis.

Experience: Two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master’s degree in a job-related field may be substituted for one year of the professional experience.

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Incumbent must possess a valid California driver's license and a good driving record with the Department of Motor Vehicles.

Required Knowledge, Skills, and Abilities:

Thorough knowledge of:

- CSU admissions requirements, of Humboldt State admissions requirements, and of admissions requirements for Impacted majors at Humboldt State
- Principles governing effective communication with students from diverse educational, cultural, and socioeconomic backgrounds
- Support mechanisms on campus that will support incoming students in general and students pursuing STEM disciplines in particular

Working knowledge of:

- Admissions requirements to both the general university as well as program- specific requirements

General knowledge of:

- Methods and problems of organizational and program management
- Research and interview techniques
- Principles of individual and group behavior

Ability to:

- Analyze complex situations when advising students in program-specific settings, both individually and in group settings
- Work with faculty and Registrar staff to address curriculum challenges faced (e.g. nursing, counseling, lab tech, or automotive and equipment operator.) by students applying to STEM majors
- Develop support for new programs aimed at increasing retention and graduation of students entering STEM programs at HSU
- Interpret and apply program rules and regulations
- Use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements
- Obtain factual and interpretative information through interviews; reason logically
- Collect, compile, analyze and evaluate data and make verbal or written presentations based on these data
- Advise students individually and in groups on routine matters where required
- Recognize diversity of sexual orientations and identities, and diversity of gender identities and perform work accordingly
- Establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts
- Rapidly acquire a general knowledge of HSU's overall operation, functions and programs
- Make decisions and carry through actions having implications with regard to other program or service areas

Preferred Qualifications:

- Demonstrated experience working with students who identify as Latinx in a higher educational setting
- Experience working with Latinx students in higher education and will have faced similar situations (both academic and co-curricular) in higher education
- Direct student advising experience focused on gaining academic skills needed in STEM disciplines, on creating a community with cohorts focused on particular majors, and on adapting to the needs of students as they progress through their education and on to a career in their field

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/72695>

(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 22, 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 (19-89) 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: 3082

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 19, 2019
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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.



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.