

CAL POLY HUMBOLDT



Student Academic Advisor

Department: El Centro Académico Cultural

Job #22-44

Close Date: Thursday, June 16, 2022

(Job #22-44) Student Services Professional IA \$3,513 - \$4,298 month (non-exempt), IB \$3,796 - \$5,369 month (non-exempt), or II \$4,304 - \$6,120 month (exempt), Student Academic Advisor. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month pay plan, permanent position, with a one-year probationary period in *El Centro Académico Cultural*. 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>.

Now is an exciting time to join *El Centro Académico Cultural* as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we are adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are 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 multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Position Summary: The Student Academic Advisor will be able to support the work of *El Centro Académico Cultural de Cal Poly Humboldt* in respect to its overall general mission. El Centro works primarily with students of Latin American descent in navigating pathways to success that honors and respects their shared cultural trajectory as well as differing experiences, distinct histories, and multi-dimensional identities.

SSP IA/SSP IB Duties:

The incumbent will provide direct, on-going academic advising to students in the program including academic plans, regular interface with faculty advisors, the financial aid office, the registrar, the transfer center, and scholarships. Responsible for co-assessing students' time to degree, addressing areas of concern. Analyze, review, and maintain student files and records. Comply with university, CSU, State, and federal policies relating to student academic success, financial aid, confidentiality, discrimination and access. Conduct student and professional outreach to public schools, other

universities and community colleges. Provide services primarily to Latinx students as a part of the Cal Poly Humboldt diversity mission, but also assist any other Humboldt student who seek services. Develop and deliver public presentations on student achievement, retention, recruitment and personal research. Create, develop, and contribute to El Centro policies and practices.

SSP II Duties:

All of the above mentioned SSP I duties plus SSP II employees will be expected to perform with greater independence and less supervision in performing duties encompassed by this classification. They will also deal with school related issues independently, including mediating conflicts and counseling candidates.

SSP IA/SSP IB:

50% Academic Mentoring and Advising

- A. Serves as an academic advisor for El Centro Académico Cultural participants. Provides holistic and culturally specific approaches to individual and group training, access, and outreach.
- B. Delivers new student orientation and current student retention services in collaboration with academic departments, Admissions, Housing, Financial Aid, Registrar, EOP/SSS, Learning Center, Disabled Services, Financial Aid, etc.
- C. Assist students by developing strategies to create supportive relationships, meaningful connections and authentic allies, on and off campus, in support of their educational and career goals.
- D. Utilizes effective communication and collaboration with educational stakeholders such as school districts, universities, community colleges, tribal education programs, family services and mental health agencies.
- E. Assess emerging needs of the center's staff and how to inform future and/or immediate programmatic decisions.
- F. Serve as a resource for all El Centro staff and students
- G. Serves as a liaison between administration, faculty, staff and students in resolving academic and/or personal concerns.
- H. Collects narrative information and maintains sensitive and essential student files.
- I. Encourages and facilitates contact between students and faculty.
- J. Contribute to on-going program development as relates to emerging partnerships with other units across campus
- K. In collaboration with Coordinator, assess & track activities and event effectiveness of program
- L. In collaboration with Coordinator, assess program to ensure meeting programmatic objectives

30% Student Development

- a. Collaborate with coordinator and campus community to organize large-scale events such as community reception, Latinx heritage month, HSI week, cultural graduation, Alumni panels and guest presenters to promote the success and retention of Latinx students.
- b. Assist students with internship, scholarship, grant, and graduate school applications.
- c. Provide leadership training for and lead support to El Centro student staff.
- d. Contribute to weekly agendas for staff meetings
- e. Conduct bi-annual evaluations of each with the Coordinator
- f. Contribute to weekly agendas for all El Centro staff meeting

15% Cross-Campus Partnerships/Outreach

- A. Collaborate with the Centers for Academic Excellence, Educational Opportunity Program, Academic Career and Advising Center, Learning Center
- B. In collaboration with Coordinator design shared mentor training
- C. Create communication plan for incoming students and center support services.

- D. Serve as liaison to Residence Life cultural living community for general advisement.
- E. Serve as liaison between El Centro and various on campus organizations such as EOPP, Summer Bridge Coordinator and admissions office.
- F. Assist El Centro staff in coordinating, organizing and implementing honoring activities.

5% Administrative

- a. Confirm required paperwork and training is in place regarding Mandated Reporter and CSU requirements
- b. Assist with development of plan to outreach to at risk students
- c. Assist with professional staff hiring when necessary
- d. Collects and reviews El Centro student data and participates in assessment of services.
- e. Collaborates with El Centro staff in maintaining El Centro student database files and program integrity.
- f. Other duties as assigned

SSP II:

70% Academic Mentoring and Advising

- A. Serves as an academic advisor for El Centro Académico Cultural participants. Provides holistic and culturally specific approaches to individual and group training, access, and outreach.
- B. Delivers new student orientation and current student retention services in collaboration with academic departments, Admissions, Housing, Financial Aid, Registrar, EOP/SSS, Learning Center, Disabled Services, Financial Aid, etc.
- C. Assist students by developing strategies to create supportive relationships, meaningful connections and authentic allies, on and off campus, in support of their educational and career goals.
- D. Utilizes effective communication and collaboration with educational stakeholders such as school districts, universities, community colleges, tribal education programs, family services and mental health agencies.
- E. Assess emerging needs of the center's staff and how to inform future and/or immediate programmatic decisions.
- F. Serve as a resource for all El Centro staff and students
- G. Serves as a liaison between administration, faculty, staff and students in resolving academic and/or personal concerns.
- H. Collects narrative information and maintains sensitive and essential student files.
- I. Encourages and facilitates contact between students and faculty.
- J. Contribute to on-going program development as relates to emerging partnerships with other units across campus
- K. In collaboration with Coordinator, assess & track activities and event effectiveness of program
- L. In collaboration with Coordinator, assess program to ensure meeting programmatic objectives

15% Student Development

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- b. Assist students with internship, scholarship, grant, and graduate school applications.
- c. Provide leadership training for and lead support to El Centro student staff.
- d. Contribute to weekly agendas for staff meetings
- e. Conduct bi-annual evaluations of each with the Coordinator
- f. Contribute to weekly agendas for all El Centro staff meeting

10% Cross-Campus Partnerships/Outreach

- A. Collaborate with the Centers for Academic Excellence, Educational Opportunity Program, Academic Career and Advising Center, Learning Center
- B. In collaboration with Coordinator design shared mentor training
- C. Create communication plan for incoming students and center support services.
- D. Serve as liaison to Residence Life cultural living community for general advisement.
- E. Serve as liaison between El Centro and various on campus organizations such as EOPP, Summer Bridge Coordinator and admissions office.
- F. Assist El Centro staff in coordinating, organizing and implementing honoring activities.

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- a. Confirm required paperwork and training is in place regarding Mandated Reporter and CSU requirements
- b. Assist with development of plan to outreach to at risk students
- c. Assist with professional staff hiring when necessary
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- e. Collaborates with El Centro staff in maintaining El Centro student database files and program integrity.
- f. Other duties as assigned

Key Responsibilities:

Provide a safe, inclusive and non-judgmental environment for all students and a culturally responsive and socially just advising perspective. The student academic advisor is expected to understand how students' unique experiences provide value to an employer and interpret that understanding in a relatable format for students. Assist students in identifying career and life planning goals and values, which often entail complex and sensitive personal issues. Select appropriate techniques and instruments to help students learn about themselves, their experiences, aptitudes, abilities and how these relate to life planning. Demonstrate how career goals and classroom activities connect to increase engagement both in and out of the classroom. Advise students on ways to explore occupational fields (occupational information, informational interviews, etc.) and how to develop needed skills through a variety of formats (classes, volunteering, employment, clubs/extracurricular, training programs, etc.) Advise students regarding current employment and economic trends in their field. Provide holistic support - actively listening, assessing and connecting students to appropriate resources on and off campus. Act as liaison with campus and community partners. Encourage and identify students' personal responsibility and autonomy in their academic decisions. Understand, follow and communicate Mandated Reporting responsibilities.

Knowledge, Skills, and Abilities Associated with this Position Include:

Working knowledge of the practices, procedures and activities of the program to which assigned; general knowledge of the methods and problems of organizational and program management. General knowledge of research and of the principles of individual and group behavior. Ability to interpret and apply program rules and regulations. Use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements as they relate to El Centro. Obtain factual and interpretative information through interviews. Be able to reason logically. Collect, compile, analyze and evaluate data and make verbal or written presentations based on these data to stakeholders in support of and participants in El Centro. Advise student staff on El Centro procedural matters where required, as well as guide the El Centro student personnel in effective problem solving as it relates to serving students. Recognize multicultural, multi-sexed and multi-aged value systems and work accordingly. Understand the roles and responsibilities of others and to gauge relationships accordingly by taking into account the variety of the interrelationships, motivations and goals of the members of the organization served. Effective interpersonal and intercultural communication skills. The ability to foster and maintain cooperative working relationships with diverse student, staff, faculty and community members. Establish and maintain effective, cooperative and harmonious working relationships in circumstances, which involve the denial of requests or the necessity to persuade others to accept a different point of view. In addition, a general knowledge of the personal, social, and academic challenges encountered by college students. Working knowledge of current issues and trends in higher education. A general understanding of student development, cultural identity development models,

leadership development theories, and social justice action continuum. A familiarity with the principles of community development 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 the overall operation, functions and programs of the campus to which assigned. Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.

Minimum Qualifications: Working knowledge of the basic principles of individual and group behavior; research and observation techniques for the purpose of recording, classifying, and interpreting factual information; and the 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; clearly express ideas and recommendations orally; write clear and concise reports; and establish and maintain cooperative working relationships with students, staff and faculty

SSP IA:

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 student services professional experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

SSP IB:

In addition to minimum qualifications for SSP IA a minimum of one year of professional student services work experience is required. Experience working with complex software system such as a student information system or a degree audit system is preferred.

SSP II:

In addition to minimum qualifications for SSP IA two years of demonstrated full-time professional experience with respect to any combination of the following: degree evaluation, transfer articulation, degree audit systems, advisement, and/or admissions counseling are required. A master's degree in a job-related field may be substituted for one year of the professional experience.

Preferred Qualifications: Demonstrated commitment to social justice and equity in higher education. Experience in program development, implementation, assessment, and oversight of office functions. Experience overcoming barriers similar to those confronting HSU's student population of majority low-income, first-generation college students. Demonstrated experience and effectiveness working with first-generation students and/or Latinx students in a higher education setting.

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
- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/104612>

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Thursday, June 16, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

Cal Poly Humboldt 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). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt 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.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 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 approximately 135,500. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Effective January 1, 2022, the California State University system (CSU) Out-of-State Employment Policy prohibits hiring employees to perform CSU-related work outside California. Questions regarding the CSU Out-of-State Employment Policy, please contact Cal Poly Humboldt Employee/Labor Relations & Compliance at hsuhr@humboldt.edu.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: <https://clery.humboldt.edu/content/annual-security-reports>.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt 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 Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt 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. Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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.

Class Code: 3079/3082

Publication Date: June 3, 2022



See more photos at [Cal Poly Humboldt's Flickr page](#).