HSU Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: ELITE Scholars Mentor Program Coordinator

Wage: $15-$18/hr DOE; Full-Time, Non-Exempt, 10-month position. Job offers a competitive benefits package including group health, dental, and vision.

Project Name: CA Wellness Grant (N4594)

Supervisor: Director of ELITE Scholars /Coordinator of Indian Tribal and Educational Personnel Program (ITEPP)

Position Summary:

Under the general supervision of the Director of ELITE Scholars /Coordinator of Indian Tribal and Educational Personnel Program (ITEPP), the ELITE Scholars Mentor Coordinator will implement structured mentoring program, training, and activities. With the assistance of two lead mentors, the coordinator will train peer-mentors and lead a mentoring program targeted at high school foster youth in Humboldt and Del Norte Counties, specifically Native American students. Coordinator will work with the local California Community College to strengthen the transfer bridge between College of the Redwoods and Humboldt State University for former foster youth.

The coordinator is responsible for a variety of work assignments and duties which support current HSU ELITE Scholars and outreach to community foster youth. The incumbent documents services provided and also assists in reporting the progress, retention and high graduation rates of Humboldt and Del Norte County FFY.

The incumbent develops and/or refers students to social, cultural, and academic activities designed to build peer community and mentorship, which leads to the academic success, persistence, and high school graduation of FFY. The incumbent works closely with university staff and faculty across campus as well as off-campus liaisons in order to accomplish program goals. Evening and weekend hours sometimes required.

Essential Job Functions:

Caseload Management (50% Supporting current Foster Youth to develop mentoring program and training)

Under direct supervision of the Director of ELITE Scholars /Coordinator of Indian Tribal and Educational Personnel Program (ITEPP), the incumbent provides referrals to students and assists them in developing a plan of support services appropriate to their needs; monitors utilization of support services and outcomes.

Provides assessment and referral for an assigned caseload of FFY program students and other identified at-risk students for intervention and referral services:

1. Academic Assessment & Referral: Provides structured mentoring program that reviews academic readiness for college; reviews progress in completing academic requirements; assists students in clarifying and planning academic goals; assesses academic engagement and provides supplementary assistance in developing and monitoring time-management, organization, progress, and time-on-task as appropriate for college success. Provides information on university regulations, procedures, and deadline dates.
2. Financial Aid Assessment and Referral: Assists students in understanding their financial aid opportunities; provides information regarding a wide range of federal and state aid programs, regulations, application processes, and eligibility. Explores alternative aid sources available for many FFY and refers when appropriate. Provides basic assistance with financial aid applications and timelines.

3. Interpersonal & Developmental Assessment & Referral: Provides coaching and referral in basic communication skills, developing positive goals and strategies for personal success.
4. Other Assessment and Referral: Provides information on cultural and social activities.

Information Dissemination, Reporting and Documentation (20%)

1. Maintains complete and accurate records on students served, specific services provided, and referrals. Prepares written reports regarding the student population, services, referrals and persistence/graduation outcomes annually, and upon request.

Social, Cultural, and Academic Activities (20%)

1. Identifies social, cultural, and academic activities planned on campus and conducts targeted promotion to FFY and other students to encourage their participation in these events. Also assists or serves as the campus advisor for the FFY student club, ELITE (Excelling and Living Independently Through Education). Plans and organizes social, cultural, and/or academic activities that directly address unmet needs common among FFY and which have a direct and negative impact on student success or academic progress.

2. Promotes peer mentoring, providing guidance and direction for effective peer networking and mentorship, which may include communication skills, planning, organization, resource acquisition, and evaluation of outcomes.

Coordination with offices and other duties (10%)

1. Consults regularly with the director and lead mentoring staff to coordinate outreach and services for FFY.

2. Consults each term, at minimum, with director in regard to individual and general academic support needs of FFY in the community.

3. Acts as an advocate for FFY. Identifies institutional barriers and designs appropriate interventions and solutions, in coordination with the ELITE Scholars director. Participates in university wide programming, including social, cultural and educational activities, as appropriate to the assigned work.

4. Other duties as assigned.

Application Instructions: To apply submit 1.) Resume, 2.) Cover letter, 3.) Along with the HSU SPF Employee Information Form for Applicants to Adrienne Colegrove-Raymond at abc1@humboldt.edu. If you have any questions regarding this position contact Adrienne at 707-826-5197.

Initial Application review date: Friday, March 15th, 2019—open until filled.

Humboldt State University Sponsored Programs Foundation is an 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. More information about HSU SPF's Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form which can be found here or call the SPF Front Office at (707) 826-5169.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.