HSU Sponsored Programs Foundation
Job Announcement
This is not a state position, and subject to grant funding

Job Title: College Access Coordinator

Location: Klamath Trinity schools in Willow Creek & HSU; other GEAR UP sites as needed

Wage: $20.00-$24.00 per hour; 12-month position, Full Time (40-hrs. week), Benefit Eligible, Non-Exempt

Project Name: GEAR UP HSU (F2985)

Supervisor: Deserie Lozano, GEAR UP Director

Essential functions of the job:

- Report directly to GEAR UP Director and aid in compliance & grant coordination efforts
- Maintain a small Advising caseload of high school/post-secondary students
- Meet with school site principals or delegate, on a weekly basis & deliver student services
- Work with counselors, teachers, and parents to meet the program objectives
- Attend a bi-monthly department staff meeting at Humboldt State University

Position Description:

- 60% Provide support to the GEAR UP Director in compliance documentation, maintenance of the student database, federal documentation, and special events and support special project initiatives; Designs electronic and printed newsletters, flyers and brochures; Travel to school sites required; other duties as assigned.
- 40% Provide Academic College Readiness services: academic mentorship, workshops, advising and supplemental events for program participants in grades 9 through first year of post-secondary school, and maintain confidential records and documentation on all services provided. Participate in planning, coordinating, and assisting with the execution of all assigned site activities working primarily independently and execute discretion. The successful candidate will work closely with school personnel to meet the grant objectives of GEAR UP to provide the best possible service for program participants. They will also assist with special events, parent outreach, and additional duties as assigned. Occasional weekend and evening hours required.

Provides direct services for program participants in grades 9 through post-secondary:

- Collaborate with teachers and school leaders.
- Implement an annual service calendar to prepare, deliver, and evaluate workshops in the following subject areas: financial aid, college preparation, study skills, and career exploration.
- Coordinate and present workshops for parents on financial aid and scholarships, college search, college applications, transitioning to college.
- Conduct group advising and classroom workshop delivery.
- Attend and assist in school sponsored college readiness activities such as Financial Aid night, Back to School Nights, PTA meetings, college fair and other relevant community outreach events.
- Communicate clearly and effectively with individuals and groups of varying ages and cultural backgrounds to disseminate information, resolve problems, and clarify solutions.
- Attend relevant national, regional, and local professional development conferences, workshops and seminars as needed.
Secure all relevant documentation for participants needed to satisfy grant objectives. Assure confidentiality of all sensitive student information:

- Review tutor contact sheets
- Coordinate evaluations and assessments for workshop and special events
- Manage sign-in sheets/Rosters for contacts and services

**Minimum Qualifications:** Bachelor’s degree. Minimum one year of professional experience in student service work in college access programs. Knowledge of college entrance requirements and application processes. Must possess a valid California driver's license and reliable transportation.

**Preferred Qualifications:** One year of professional experience providing academic, career, college, and personal advising for high school students. One year of experience facilitating workshops, presentations, and seminars to groups of students and parents. Knowledge of standardized test requirements and preparation practices. Knowledge of TRiO regulations. Knowledge of TRiO program legislation. Experience working with first-generation college bound, low income, and underrepresented students. Applicants that have experience in overcoming barriers similar to those of GEAR UP students are preferred.

**Application Instructions:** To apply submit 1) Resume, 2) Cover Letter, 3) three professional references along with 4) the HSU SPF Employee Information Form for Applicants to GEARUP@humboldt.edu.

If you have any questions regarding this position call Deserie Lozano at (707) 826-6226 or email at dml573@humboldt.edu

**Application review date:** Initial review January 5, 2018; position 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 Interim Compliance Support Coordinator at (707) 826-5159.

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.