**HSU Sponsored Programs Foundation**

**Job Announcement**

*This is not a state position*

**Job Title:** Student Engagement Coordinator

**Wage:** $20.27 per hour.

**Hours:** Part-Time (20 hours per week), Non-Exempt, 11-month position.

**Duration:** This is a temporary appointment with an anticipated start date of June 7, 2021. The position is renewed at the beginning of each grant year, contingent on continued funding and positive work performance. The SSS grant is funded on a 5-year cycle, with subsequent years dependent on re-authorization of funding by the Department of Education. The SSS program at HSU has been in continuous operation since the inception of the program in 1972. The 2020-21 academic year is the first year in the 5-year cycle.

**Project Name:** TRiO Student Support Services 2020-25 **F3188**

**Supervisor:** Dan Saveliff, Director of EOP/Student Support Services

**Position summary:** Under the general supervision of the Director of the Student Support Services Program (SSS), the incumbent is responsible for a variety of work assignments and duties and works with minimal supervision to carry out work without specific daily assignments. Position responsibilities include counseling and advising nontraditional students (low income, first generation, and traditionally underrepresented students of color) who are eligible for SSS, assessing the need for support services, developing individual action plans, and monitoring student progress towards completing assigned action plans. The incumbent works closely with EOP/SSS advising staff and with Learning Center staff, Career Center staff, Cultural Centers for Academic Excellence, faculty and other university offices in order to accomplish program goals.

**Essential job functions:** Utilizes basic counseling techniques to provide guidance to students who can benefit from engaging in academic and career alignment activities, financial literacy, student employment, internships, and academic related activities, career and graduate school exploration, and personal/professional readiness for entering their chosen field after graduation. In collaboration with EOP/SSS admissions coordinator, assesses eligibility of entering students for program services, provides information on eligibility requirements, and conducts direct outreach to newly admitted students, assisting them in their transition to HSU. Assesses and adapts services or programs to the needs of academically and culturally diverse students. Interprets and applies state and federal program regulations in providing appropriate services.

**Direct Service Provision:**

1. New Student Outreach & Support: In coordination with the EOP/SSS admissions coordinator, the Student Engagement Coordinator assists students in their transition to HSU. In coordination with EOP/SSS advisors, the Student Engagement Coordinator also conducts early assessment of new students and their readiness to engage in co-curricular activities designed to enhance student engagement in experiential activities that will help them build confidence, leadership skills, and to promote development of an emerging professional identity.
2. Assists Students in exploring links between their educational and vocational goals, exploring engagement opportunities for personal advancement, developing presentation-of-self skills through resume, personal statement, and interviewing practice; and exploring opportunities to gain practical hands-on experience that will reinforce their educational learning and career readiness when they graduate.
3. Provides coaching in networking with staff, faculty, graduate programs, and potential internship/employment supervisors. Coaching includes intercultural strategies for successful navigation in multi-ethnic and/or predominantly majority work spaces.
4. Assists students in searching for and applying to part-time and summer internship or work opportunities aligned with their career goals. Helps students explore and apply to graduate and professional programs.
5. Assesses and assists students in developing financial literacy and budgeting strategies.
6. Acts as an advocate for non-traditional students where typical guidelines and solutions are not available or are not adequate; identifies institutional barriers and designs appropriate interventions and solutions; helps determine campus services and resources to be provided to individuals or groups of students.
7. Provides ongoing assessment of the engagement level of program students. When areas of under-engagement are identified, develops and offers special workshops or support sessions to meet the specific gaps in engagement.

**Monitoring and Reporting:**

1. Maintains complete and accurate records of students served and specific services or referrals provided. Monitors and maintains records on student progress in accomplishing assigned tasks and evaluating success in outcomes using formative, summative, qualitative, and quantitative measures. Submits annual report of accomplishments and outcomes. Reports engagement levels of shared students with EOP/SSS advisors and campus stakeholders.
2. Modifies data recording and reporting mechanisms as needed.

**Other Duties:** Participates in various program social, cultural and educational activities designed to improve student engagement, performance, and persistence.Other duties as assigned.

**Minimum Qualifications:** Graduation from a four-year college or university, or the equivalent. Degree in a field related to the behavioral sciences or another job-related field, or specialized training related to working with the target population. Experience in advising or mentoring at the professional or paraprofessional level with low-income, first-generation and/or underrepresented students is required.

**Knowledge, special skills and abilities required:** Must have knowledge of principles and practices of advising, career advising, and/or financial literacy coaching. Must demonstrate ability to interpret and apply regulations, policies and procedures; must have general knowledge of university services and other resources, especially those frequently utilized by the target population; must be able to communicate effectively with a diverse population both verbally and in writing. Must demonstrate knowledge and familiarity with issues of concern facing low-income, first-generation, and traditionally underrepresented students of color, which can negatively impact their college success, engagement, persistence and graduation. Priority will be given to applicants who have overcome barriers similar to those confronting program participants.

**Application Instructions:** To apply submit 1) a resume, 2) cover letter, 3) three professional references along with 4) the [HSU SPF Employee Information Form for Applicants](https://www2.humboldt.edu/forms/node/1084) to Jasmine.Nunley@humboldt.edu.

If you have any questions regarding this position, please call the EOP/Student Support Services Office at 707-335-9510.

**Application Deadline:** Initial review begins April 29, 2021; position will remain 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.](http://www2.humboldt.edu/hsuf/pdf%20forms/Employment%20Notices/HSU%20SPF%20Equal%20Opportunity%20Employment-Affirmative%20Action%20Policy.pdf)

For assistance with the application process, please submit an Accommodation Request Form which can be [found here](https://forms.humboldt.edu/spf-accomodation-request-form) or call the SPF Interim Compliance Support Coordinator at (707) 826-4189

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.