

Humboldt State University Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title:	Program Coordinator
Location:	Arcata, CA
Hours:	Full time, Exempt
Wage:	\$28.00-32.00 hour, depending on experience
Project Name:	Project Rebound
Supervisor:	Pedro Martinez, HSU Admissions Director

This position is a full-time, 12 month appointment. Benefits include medical, dental, vision, and life coverage. Retirement benefits become available after one year of service. Continuation of this position is contingent upon satisfactory performance and project funding. This is not a state or federal position.

POSITION SUMMARY: The programmatic anchor of Project Rebound is a full-time Program Coordinator who has experience successfully navigating a university campus that enables them to effectively mentor formerly incarcerated students and build community among formerly incarcerated students and the wider university community.

The Project Rebound Program Coordinator must facilitate the enrollment of all formerly incarcerated students who qualify for the program based on university and program criteria. The Coordinator, in partnership with the Office of Admissions, will assess each student's unique academic needs and familiarize them with all campus resources and relevant services in the community that will aid them in applying, matriculating, and successfully graduating from the CSU. The Coordinator acts as a liaison and will develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on campus (e.g., Admissions, Financial Aid, Academic Advising, Academic and Student Affairs), local community colleges, and key stakeholders and partners in the external community (e.g., reentry organizations, probation, parole, corrections) that promote the success of Project Rebound. The Coordinator will conduct workshops for prospective students in correctional facilities and community organizations, and will assist students in understanding the process of applying to and succeeding in university education.

ESSENTIAL JOB FUNCTIONS:

- Conduct educational outreach and implement informational workshops for prospective Rebound students in local correctional facilities, as well as community-based organizations and transitional living spaces that serve the reentering population. Must travel to off-campus sites on a regular basis.
- Respond to all letters and inquiries.
- Provide individualized pre-enrollment services (e.g., academic assessment, admissions advising, financial aid, and counseling) to prospective Rebound students to help them prepare to apply for admission to the CSU.

- Connect matriculated Rebound students to financial aid resources to help them apply for aid.
- Maintain regular communication with enrolled and prospective Rebound students in order to provide counsel, experience-based advice, and additional customized support as needed to help students apply, matriculate, and stay on track to graduation.
- Manage federal work-study students and volunteers/interns in assisting in correspondence with currently incarcerated applicants throughout the state, and campus in-reach or community outreach.
- Develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on campus, local community colleges, and key stakeholders and partners in the external community that promote the success of Project Rebound.
- Cultivate supportive relations and advocate with Associated Students.
- Cultivate supportive relations and advocate with local, state, and federal elected officials.
- Encourage student community service and civic engagement.
- Advise and assist students to create and maintain an active student club or organization as appropriate.
- Update referral lists and extend network of support for continuing students and students newly released from custody.
- Communicate with parole and probation on behalf of current and prospective Rebound students when necessary (both adults and juveniles). The coordinator will selectively produce letters of support for Rebound students and alumni to the Board of Parole, prospective employers, and academic programs.
- Coordinate orientations for newly admitted Rebound students, and participate in opportunities to table during different campus events.
- Develop and maintain strong records, files, and tracking and statistical data on applications, admissions, retention, and graduates, as a means of expanding the program and articulating the expansion of services available to Rebound students.
- Join the Advising Roundtable to develop an academic advising record, mid-semester progress report, and student agreement outlining the components of the program, mission, and values of Project Rebound.
- Create opportunities for Rebound students to build community within the program, campus, or statewide.
- In partnership with the Office of Admissions, complete reports for the Project Rebound Executive Committee and funders (e.g., monthly, quarterly, and annually).
- Updating social media and website with current information.
- Create and design flyers and other informational literature that represents the Project Rebound mission and values.
- Inspire an environment of leadership, academic excellence, and respect.
- Establish and foster empowering networks among Project Rebound alumni and students.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Two (2) years of experience related to duties and responsibilities specified.
- Excellent written and oral communication and leadership skills.
- Knowledge of the various segments of post-secondary institutions and opportunities for students from low income and underrepresented backgrounds.
- Knowledge of local, state, and federal corrections systems, parole, probation, housing, and public policy that affects the formerly incarcerated.
- Ability to clearly, accurately, and effectively relay information to students, university faculty, staff, and administrators, and community members.
- Proficiency in working with computers and popular software packages.
- Must be able to work independently and take initiative.
- Ability to work effectively with numerous members of the professional academic communities.
- Experience working with currently and formerly incarcerated individuals.
- Must be available to travel and work some nights and weekends.

PREFERRED QUALIFICATIONS:

- Five (5) years of experience related to duties and responsibilities specified
- Strong preference will be given to candidates who have succeeded in overcoming barriers similar to those confronting the project's target population (i.e., a formerly incarcerated person).
- Bilingual (English/Spanish) preferred.

REQUIRED EDUCATION: Bachelor's degree from an accredited four-year college or university.

PHYSICAL DEMANDS: Prolonged sitting in front of the computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

Application Procedure: Qualified applicants should submit the following via email to mfm60@humboldt.edu

1. Cover Letter
2. Résumé
3. Three professional reference contacts
4. (2) Letters of Recommendation
5. Writing Sample
6. [HSU SPF Self-Identification Form for Job Applicants](#)

Incomplete applications will not be considered.

For questions regarding this posting, contact Pedro Martinez or 707-826-6209

Initial Application Review Date: Friday, August 14, 2020, Position will be 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](#).

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

For assistance with the application process, please submit an Accommodation Request Form which can be [found here](#) or email hsuf@humboldt.edu