Cal Poly Humboldt Sponsored Programs Foundation

Job Description

This is not a state position

Job Title: Academic Services Coordinator

Project Name: Talent Search 21-26

Supervisor: Talent Search Director

Wage: $21.00 - $27.00/ per hour based on experience and qualifications.

This is a Full Time, Non-Exempt, 12-month, benefit eligible position. Schedule is 40 hours per week, Monday through Friday, with varied schedules/occasional weekend and evening hours. Part-Time applicants will be considered.

School Site: Cal Poly Humboldt with regular travel to school sites throughout Humboldt, Del Norte, and Mendocino Counties.

POSITION SUMMARY:

The Academic Services Coordinator’s primary objective is to manage all aspects of curriculum-related professional training and coordinate workshops and events for two TRIO Talent Search Programs in partnership with program staff. This individual will develop and update meaningful curriculum to be used by or shared with Academic Advisors, Mentors, Tutors, teachers, and parents to foster educational equity and a college-going culture in Humboldt, Del Norte, and Mendocino counties. The ASC will coordinate the ETS tutoring/mentoring programs and collaborate directly with school partners to increase programmatic effectiveness. The ASC will work with the program director and administrative coordinator to prepare and carry out large scale field trips and events for program participants. The ASC will manage technology driven instruction and programming and support staff in delivering effective academic services in a virtual setting. The candidate must have knowledge and understanding of: college preparation and admission requirements; financial aid requirements and financial literacy development; scholarship applications; placement tests; major/career readiness activities; event planning; and other relevant subject areas that prepare middle and high school students to succeed in both secondary and post-secondary education.

JOB FUNCTIONS:

- Works with Talent Search Program Director and staff in the development of vibrant curriculum and teaching materials for students in grades 6 through 12.
- Organizes curriculum and training materials through Google Drive and Canvas.
- Is the resident expert of college entrance prerequisites, A-G course requirements, opportunities in Career and Technical Education (CTE), Financial Aid Applications, and associated processes to keep curriculum and staff up to date.
• Stays abreast of high school graduation requirements for partner schools.
• Guides Advisors, Mentors, and Tutors in monitoring academic progress through proficient transcript review including minimum graduation requirements, A-G course completion.
• Serve as Tutor Coordinator and Mentor Lead for Talent Search, and tutoring services. Coordinate and monitor academic interventions for Talent Search with Advisors, Mentors, Tutors, and school partners.
• Guides and mentors advising, mentoring, and tutoring staff to build positive working relationships with school personnel, TRIO participants and their families.
• Provides training on curriculum, materials, and other resources to Advisors, Mentors, and Tutors, and ensures that parents, teachers, and counselors have access to the Shape Your Future resources and consistency of college and career messaging.
• Refines curriculum and standards to meet the changing needs of the TRIO programs.
• Conducts periodic assessment of each user’s ability and understanding in their usage of the curriculum and training materials. Mentors and coaches to improve skills.
• Recommends teaching techniques and use of different or new technologies.
• Establishes a process to review and include feedback including, but not limited, to student evaluations, end of course surveys, etc.
• Coordinates with Cal Poly Humboldt to ensure consistent messaging and timely information updates.
• Assesses TRIO participants’ needs through evaluating test scores, transcripts, and other data, to develop curriculum and programming that encourages students to set positive goals and complete primary, secondary, and post-secondary education.
• Develop and write content for lesson plans, service delivery calendars, and the Shape Your Future Canvas course. Ensure content, resources, and hyper-links are up-to-date.
• Develops Google forms and promotional materials that align with the curriculum and annual program events.
• Assists with and conducts workshops that support TRIO programs year round, including summer programs and various camps.
• Graphic design, create program materials and promotional material for events in collaboration with the Office Manager and Advisors.

OTHER:
• Attend assigned staff, department, and school site meetings.
• Facilitate regular academic services meetings with Advisors, Mentors, Tutors, and key partners.
• Assist with promotion of College of the Redwoods and Cal Poly Humboldt events relating to our student population including; but not limited to, American Indian College Motivation Day, Youth of Color Empowerment Day, Fall and Spring Preview, and I’ve Been Admitted to College (IBAC).
• Attend relevant national, regional, and local professional development conferences, workshops, and seminars as needed.
• Performs other duties as assigned.

MINIMUM QUALIFICATIONS:
• Bachelor’s degree.
• Comprehensive knowledge of college entrance requirements and processes.
• Strong organizational skills and attention to detail.
• Ability to communicate through verbal and written means with individuals, small groups, and in front of large audiences.
• Experience with public speaking and classroom management.
• Must possess a valid California driver's license and reliable transportation.

PREFERRED QUALIFICATIONS:
• Priority given to applicants who have overcome barriers similar to those confronting program participants.
• Experience working with ethnically and culturally diverse students, as well as first-generation, low income, and other underrepresented potential college students.
• Experience developing educational content using Canvas, Google Classroom, Camtasia, Adobe products, and Google documents.
• Minimum of one year of professional experience developing curriculum for middle school, high school, and/or college students, preferably for a TRIO program.
• Experience with multimedia, web design, and virtual instruction platforms including video technologies.
• Experience working with a team to communicate pre-college program objectives and timelines with participants, participants families, and the general public.
• Knowledge and experience in applied adult learning principles.
• Familiarity with Common Core College and Career Readiness Anchor Standards.
• Spanish proficiency.

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 electronically to Office Manager Aubrey Emmons at age16@humboldt.edu (707-826-4791). If you have any questions regarding this position, call or email Office Manager Aubrey Emmons, age16@humboldt.edu or 707-826-4791.

Application review date: Initial review September 30th, 2022; position open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt 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 contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at https://hraps.humboldt.edu/reasonable-accommodation. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position. Complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.