

California State University, Long Beach Research Foundation Position Description

WORKING TITLE:	Academic Skills Coach
PAYROLL CLASSIFICATION:	Extended Education Specialist II (E2222)
DEPARTMENT:	TRIO- Student Support Services Program
STATUS:	Full Time, Benefited (Exempt)
POSTING DATE:	July 14, 2022
POSITION NUMBER:	2562

ESSENTIAL JOB FUNCTIONS:

Innovative, authentic and inspiring applicants are sought to apply for the CSULB Academic Skills Coach for the Student Support Services Program (SSSP) position, a 100% federally-funded TRIO program. Under the general supervision of the Student Support Services Program (SSS) Director, the Academic Skills Coach (ASC) is responsible for meeting the academic and non-cognitive skill building needs of students who are low-income, first-generation to college, and/or have a disability, by providing services that increase retention, success, and graduation. Applicants must show social justice commitment to closing the achievement and access gaps.

Specific duties include but are not limited to:

- Provide direct, frequent, and on-going holistic services (academic advising, learning skills, financial aid assistance, financial literacy, graduate school and career preparation, and non-cognitive development) to 225+ assigned caseload participants each year;
- Design and implement co-curricular in-person, online, and hybrid workshops;
- Conduct student contacts individually face-to-face, online, individual, small, and large group settings, and through other modalities;
- Manage multiple and complex student cases in addition to other assignments without detailed instruction or in situations where guidelines are not well-established.

Skills Development Responsibilities

- Develop and deliver in-person and online success activities and workshops. Examples of services include study skills, overcoming obstacles and imposter syndrome, academic success, research and graduate school preparation, resume building, scholarship applications, and other related topics;
- Maintain strong and active social media presence;
- Develop universally designed curriculum that addresses students' non-cognitive abilities, behaviors, and strengths: Pro-Academic Behaviors, Self-Confidence and Self-Efficacy, Long Range Academic and Career Goals, Leadership and Campus Involvement, Social Support and Social Confidence, and Perseverance and Resilience;
- Design and implement various active interventions in an effort to promote student retention, persistence, and graduation;
- Create and manage co-curricular learning communities by caseload, student need, and other categories;
- Independently plan and organize work priorities, solve problems, and take action within assigned areas of responsibilities;
- Perform in-depth analysis of specific program needs and develop solutions and approaches to meet those needs.

Academic Coaching

- Orient new and continuing program participants to SSS services;
- Provide ongoing and consistent contact with program participants via email, phone, in-person, or other methods;
- Implement pro-active service strategies to facilitate student contacts on a weekly basis;
- Utilize task management-based, strengths-based, and non-cognitive-based advising techniques in all student contacts;
- Apply student development theories and other modalities when providing alternative solutions to individual students' personal and academic issues;
- Interact interdepartmentally when providing or obtaining information on student cases;
- Exercise sensitivity and keen insight when providing comprehensive advisement to students who may experience challenges in selecting and pursuing appropriate educational and career goals;
- Develop and deliver curriculum to help students identify their challenges, create goals, and evaluate them realistically;
- Perform in-depth analysis of individual student or specialized group and readily coordinate the resources needed to address the complex, multifaceted, and/or sensitive concerns;
- Develop and implement SMART(ER) goal strategies with students;
- Develop comprehensive educational plans in accordance with university academic policy that aid in course selection and career exploration;
- Aid students with navigating financial aid and strengthening financial literacy;
- Connect and refer students to campus resources such as, tutoring, professional development, research opportunities, student associations, and others as needed.

Administrative, Tracking, and other Responsibilities:

- Extensively track 5 required student services (coaching, tutoring, financial aid, financial literacy, and graduate school/career preparation), in accordance with federal rules and regulations;
- Assist in the recruitment of program participants;
- Assist with maintaining program reporting data;
- Maintain program BeachBoard group and social media promotion;
- Develop, produce, and oversee program marketing materials and information boards;
- Coordinate and train graduate student coaches and projects;
- Assist in the planning and organizing of events, workshops, and conferences;
- Actively participate in staff meetings, retreats, and professional development conferences;
- Attend project related meetings and trainings as assigned;
- Assist with the preparation of project-related materials and attend project related meetings and trainings on and off campus;
- Work collaboratively with core staff to prepare and submit project reports, proposals, and other materials;
- Contribute to equitable and inclusionary work to support student-success that strengthen on retention and graduation;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment;
- Understand the importance of using inclusive language that does not promote gender/ethnic coding, discrimination, and/or selective pronoun usage for faculty, staff, and students;

- Provide resources and/or referrals to all students to support to academic success, basic needs, health and wellness, and/or creating a student-ready environment.

EDUCATION, SKILLS AND ABILITIES:

- Master's degree in educational counseling or other related field required;
- Experience working with economically, disadvantaged, first generation to college students, and/or students with disabilities;
- Direct experience with TRIO programs and overcoming personal obstacles will receive stronger consideration;
- Demonstrated knowledge of holistic academic support services; development of individualized service plans; financial aid and economic literacy; and retention programs;
- Strong emphasis on task strengths-based and non-cognitive proactive advising techniques;
- Strong attention to detail, especially for federal tracking and auditing. Experience that exhibits strong organizational skills and demonstrated ability to handle multiple tasks under pressure. Should be able to manage time effectively, prioritize workload, and meet tight and frequent deadlines;
- Must be able to accept constructive feedback, be professional and interact positively with an ethnically and culturally diverse campus community;
- High degree of initiative and ability to work without constant supervision;
- Experience working in collaborative settings, ability to function well under pressure, and handle multiple tasks concurrently;
- Excellent oral and written communication skills. Proficient computer skills related to MS Office Suite, social media platforms, and design software;
- Ability to advise students utilizing various learning management systems including PeopleSoft, BlackBoard, EAB Navigate, etc.
- Regular punctual attendance and availability to work a flexible schedule including evenings and weekends when necessary to meet deadlines and/or attend weekend trainings/workshops;
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

COMPENSATION: Full-Time, Exempt | \$2600.00 per pay period (24 pays per year).

FILING DEADLINE: Open Until Filled

Note: In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates, and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

AT-WILL/GRANT FUNDED EMPLOYMENT:

The incumbent is an employee-at-will and the position is restricted to the conditions set forth in the grant. Therefore, ongoing employment will be contingent upon continual renewal of grant monies and availability of funds.

COVID-19 VACCINATION REQUIREMENT

Upon being hired, all individuals will be required to attest/certify their COVID-19 vaccination status (proof of vaccination will be required).

POST OFFER BACKGROUND CHECK REQUIREMENT:

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- **By Mail/Delivery:** 6300 State University Drive, Suite 332, Long Beach, CA 90815;
- **By Confidential HR Fax:** (562) 985-1726;
- **By E-mail:** FND-HRPAYROLL@CSULB.EDU (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE:

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary **Applicant Affirmative Action Information Form** below.
Submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources –

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APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is **voluntary**. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: _____

Date of application: _____

Position(s) applied for: _____

Gender: Male Female

Race/ethnic background (select one only):

- | | |
|--|---|
| Hispanic/Latino | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| White | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa. |
| Black/African American | Persons having origins in any of the black racial groups of Africa. |
| Asian | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| American Indian/Alaska Native | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment. |
| Two or more Races | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native. |

VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications of Protected Veteran listed below.

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

Disabled Veteran

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

Active Duty Wartime or Campaign Badge Veteran

Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmed-al2.asp>.

Armed Forces Service Medal Veteran

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

Recently Separated Veteran

Veteran who served on active duty and was discharged or released from active duty within the last three years.

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CSULB Research Foundation, Human Resources

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