

**California State University, Long Beach Research Foundation
Employment Opportunities**

Long Beach Regional Cal-SOAP

WORKING TITLE:	Cal-SOAP Advisor
PAYROLL CLASSIFICATION:	Student Assistant I (N4411)
DEPARTMENT:	Long Beach Regional Cal-SOAP
STATUS:	Part-time/Hourly

The Long Beach Cal-SOAP Consortium, working under the direction of the California Student Aid Commission, provides high school students within the Long Beach, Lynwood, Compton, and Whittier regions, the information and services necessary to prepare for and gain admission to colleges and universities.

Under the direct supervision of the Director, the Cal-SOAP Advisor supports the Regional Coordinators in the creation, implementation, and oversight of program services at assigned high school sites, the management of data collection, and general administrative duties. Applicants must be committed to closing the opportunity and access gaps among low-income, first-generation to college, under-represented high school students.

WORK LOCATION:

The position will primarily work on-site at the assigned K-12 school site. Occasional travel to Cal SOAP operations office located in Long Beach, CA., for team meetings and training is also required.

ESSENTIAL JOB FUNCTIONS:

- Student Advising and Program Support
 - Provide direct, frequent, and on-going services to K-12 students (individual and group setting), in areas of college application assistance, learning skills, financial aid assistance, financial literacy, and career preparation.
 - In collaboration, develop and execute online and virtual programs for all students, parents, families, and school administrators.
 - Design and deliver workshops, 1x1 sessions, and other student support interventions in a hybrid model (online and in-person).
 - Responsible for tracking all student contacts digitally and submitting in a timely manner.
 - Prepare senior student reports and other data summaries.
 - Collaborate with Regional Coordinators in the planning and implementation of pre-college curricula, advisor training, and program/district meetings.
 - Responsible for conducting individual sessions, small group workshops, classroom presentations on college related topics.
 - Manage accurate and timely submission of all student service data.
 - Assist with the planning, scheduling, and other logistical requirements when coordinating educational related activities.
 - Assist Regional Coordinators in evaluating programs and services needed assigned sites.
 - Assist with the preparation of program-related materials and resources.
 - Actively participate in staff meetings and professional development training sessions.
 - Work collaboratively with the Cal-SOAP team to prepare and submit data reports and other materials.
 - Oversee the creation and organization of all student files and other documentation and/or records in accordance with university, state, and campus guidelines.
 - Other duties as assigned.

QUALIFICATIONS:

- Must be a current college student (undergraduate or graduate) enrolled at least part-time at an accredited institution.
- Must show proof of financial need.
- Prior experience working for an educational college advising program preferred.
- Be comfortable presenting in front of small and large audiences.
- Ability to demonstrate sensitivity when working with diverse student populations.
- Strong organizational skills and demonstrated ability to handle multiple tasks under pressure. Should be able to manage time effectively, prioritize tasks, and meet tight and frequent deadlines.
- High degree of initiative and ability to work without constant supervision is required; flexible regarding work hours and has the ability to work overtime when necessary to meet deadlines and/or attend weekend trainings/workshops.
- Excellent oral/written communication skills. Social media communication skills are highly preferred.
- Must be able to accept constructive feedback, prioritize workload, be professional and interact positively with others.
- Possess a friendly and outgoing personality, and demonstrate the ability to work with diverse student populations.
- Be willing to travel to various colleges and K-12 school sites, have reliable transportation and vehicle insurance.
- Have advanced skills in Microsoft Office programs (Word, Excel, PowerPoint, Publisher)

Upon hire (per Cal-SOAP/university regulations), successful applicants may be asked to provide the following documentation:

- TB test results (at own expense)
- LiveScan fingerprinting (expense covered by Cal SOAP)
- Vehicle insurance information
- Proof of eligibility to work in the United States
- Student Aid Report (SAR) or other record documenting federal financial aid eligibility
- Proof of current enrollment in an undergraduate or graduate program

Works hours: up to 20 hours per week (evening/weekend hours may be required) | **Wage:** \$15-\$16/hr

To apply:

- Apply using the online [application link](#)
 - Or click here https://csulb.qualtrics.com/jfe/form/SV_9tPB3GxGCjRWQ74
- Having trouble with the link? Email calsoap@csulb.edu

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.