

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

Long Beach Regional Cal-SOAP

WORKING TITLE:	Cal-SOAP College Success Coach
PAYROLL CLASSIFICATION:	Student Assistant I (N4411)/Casual Worker I (N8801)
DEPARTMENT:	Long Beach Regional Cal-SOAP
STATUS:	Student/Temporary, Non-Benefitted

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 College Success Coach 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 work primarily on-site at assigned K-12 school site. Occasional travel to CSULB Cal-SOAP operations office 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 Cal-SOAP programming for all students, parents, families, and school administrators.
 - Design and conduct individual sessions, small group workshops, classroom presentations on college related topics, and other student support interventions.
 - Responsible for accurately tracking all student contacts and submitting in a timely manner.
 - Prepare any requested student reports and other data summaries.
 - Assist with the planning, scheduling, and other logistical requirements when coordinating educational related activities.
 - Collaborate with Regional Coordinators in the planning and implementation of pre-college curriculum, in addition with program evaluation at assigned sites.
 - Assist with the preparation of program-related materials and resources.
 - Actively participate in staff meetings and professional development training sessions.
 - Maintain organization of all student files and other documentation and/or records in accordance with university, state, and campus guidelines.
- 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.
- 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.
- Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

QUALIFICATIONS:

- Must be a current college student (undergraduate or graduate) enrolled at least part-time (6 units+) at an accredited institution.
- Must show proof of financial need.
- Prior experience working for an educational college advising program preferred.
- High degree of initiative and ability to work without constant supervision is required.
- Be comfortable presenting in front of small and large audiences.
- Ability to demonstrate sensitivity when working with diverse student populations.
- Strong organizational skills and with demonstrated ability to handle multiple tasks under pressure. Should be able to manage time effectively, prioritize tasks, and meet tight/frequent deadlines.
- Flexible regarding work hours and ability to adjust schedule when necessary to meet deadlines and/or attend weekend trainings/workshops.
- Excellent oral/written communication skills. Social media communication skills are highly preferred.
- 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).

GRANT FUNDED EMPLOYMENT:

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

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.

UPON HIRE

Per Cal-SOAP/university regulations, applicants must provide the following documentation:

- CSULB Research Foundation Employment [Application](#) and [Forms](#)
- Live Scan Fingerprinting (expense covered by Cal SOAP)
- Negative TB Test Results (at own expense)
- 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
- Vehicle Insurance

WORK HOURS: Up to 20 hours per week (evening/weekend hours may be required) | **Wage:** \$16/hr

TO APPLY:

- Apply using the online [application](#)
 - Full link https://csulb.qualtrics.com/jfe/form/SV_9tPB3GxGCjRWQ74
- For any questions email calsoap@csulb.edu