

WORKING TITLE	Program Advisor
PAYROLL CLASSIFICATION	N2203
DEPARTMENT	Educational Talent Search (ETS)
STATUS	Full Time, Benefitted, Hourly
POSTING DATE	September 8, 2026
NUMBER OF POSITIONS	Four
POSITION NUMBER	2743

OVERVIEW

The Educational Talent Search (ETS) Program is a 100% federally funded TRIO program. Under the general supervision of the ETS Director and Assistant Director, the Program Advisor provides programmatic and administrative support in the delivery of academic, college, career, and financial aid services to program participants at assigned target schools. The Program Advisor works directly with students from diverse academic and socioeconomic backgrounds and collaborates with Program Coordinator, school personnel, families, and community partners to promote student persistence, achievement, and postsecondary success. Responsibilities include assisting with student outreach and recruitment, maintaining a student caseload as needed, providing direct student services, supporting college and career readiness activities, coordinating workshops and program activities, maintaining accurate participant records, documenting services and student progress, and supporting overall program goals and a positive student experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Experience advising and working with students from diverse academic, socioeconomic, cultural, and language backgrounds, including low-income and first-generation high school students.
- Experience with student outreach, recruitment, academic advising, and programs designed to increase educational achievement, persistence, and postsecondary success.
- Knowledge of academic advising, college and career readiness, college admissions, registration, financial aid, and other postsecondary education opportunities and support services.
- Understanding of academic, socioeconomic, and other challenges that may affect student persistence, achievement, and postsecondary success.
- Experience working within the California public school system and collaborating with K-12 students, school administrators, counselors, teachers, families, and other school personnel.
- Background and experience in higher education and knowledge of postsecondary educational systems, programs, resources, and student support services.
- Ability to establish and maintain effective working relationships and collaborate with secondary and postsecondary personnel, community agencies, and other program partners.
- Ability to assess student and program needs, identify appropriate resources, problem-solve, and develop effective solutions that support student and program goals.

- Ability to maintain accurate participant records, track and document student contacts and services, and monitor participant progress toward program and student outcomes.
- Experience analyzing and evaluating program requirements, information, and problems and exercising sound judgment in determining appropriate courses of action.
- Strong verbal and written communication skills, with the ability to effectively communicate information to students, families, school personnel, program staff, and community partners.
- Experience facilitating meetings, presentations, workshops, and trainings for students, families, staff, and other stakeholders.
- Strong organizational and time-management skills with the ability to manage multiple priorities and projects, meet deadlines, and maintain a high level of productivity.
- Ability to exercise professionalism, diplomacy, and sound judgment when working with students, families, staff, school personnel, and community partners.
- Ability to appropriately maintain the confidentiality of student, personnel, and program information and records.
- Proficiency with word processing, spreadsheets, student databases, and other technology used for program administration, participant tracking, and student services.
- Ability to work independently with minimal supervision while contributing effectively as a member of a collaborative team.
- Ability to support program goals, contribute to a positive student experience, and promote an inclusive and student-centered environment.
- Ability to speak a language in addition to English, preferably Spanish, desired.

EDUCATION, SKILLS AND ABILITIES

- Bachelor's degree in education or other related field.
- Minimum two (2) years of full-time experience in a similar or related program working with diverse academic, socioeconomic and cultural backgrounds.
- Direct experience working with TRIO programs and demonstrated knowledge of Talent Search rules and regulations.
- Experience working with high school age students in a high school setting with teachers, counselors and administrators.
- Demonstrated knowledge of available postsecondary educational opportunities and financial aid requirements with the ability to provide content to participants in a workshop or one-on-one setting.
- Availability to work evening and weekend hours as required by the program.
- Ability to work independently without constant supervision and manage time effectively, prioritize tasks and meet tight and frequent deadlines.
- Must have experience working in a team setting, work well with others, function well under pressure and handle multiple tasks concurrently.
- Possess excellent oral and written communication skills
- Possess excellent social media communication skills/experience.
- Must hold a valid driver's license and have reliable transportation to travel to and from school sites and the CSULB campus.
- Candidates with experience or familiarity working with students from backgrounds similar to the program's target population, desired.
- Ability to speak Spanish, desired.
- Demonstrated commitment to supporting student academic achievement, persistence, postsecondary enrollment, and graduation.
- Ability to work effectively and professionally with students, families, colleagues, and school personnel from a variety of backgrounds and experiences.
- Demonstrated ability to communicate professionally and respectfully with students, families, faculty, staff, and community partners.
- Ability to identify student needs and provide appropriate information, resources, and referrals that promote academic success, college and career readiness, and overall student well-being.

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

WORK LOCATION

This position involves travel to school sites, as well as administrative duties at the Educational Talent Search operations office, located in Long Beach, CA.

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.

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.

COMPENSATION RANGE: \$23.00 - \$24.00 Per hour (Non-Exempt)

FILING DEADLINE: Open Until Filled

NOTE: 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.

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 [DocuSign](#) or E-mail: FND-HR@CSULB.EDU (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. 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 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 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