CALIFORNIA STATE UNIVERSITY
LONG BEACH
RESEARCH FOUNDATION

# EMPLOYMENT OPPORTUNITY

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| **WORKING TITLE** | College Success Specialist |
| **PAYROLL CLASSIFICATION** | College Aide Advisor I (N0210) |
| **DEPARTMENT** | GEAR UP |
| **STATUS** | Full Time, Benefitted, Non-Exempt/Hourly |
| **POSTING DATE** | November 17, 2026 |
| **POSITION NUMBER** | 2761 |

## OVERVIEW

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a federally funded program aimed to increase the college and career readiness of low-income first-generation and underrepresent high school students and their parents/guardians in the Norwalk La Mirada school district. Under the supervision of GEAR UP Coordinators/Advisors, this position contributes to student success by delivering services while assisting with program logistics, data management, and student engagement initiatives.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to:

**Student Advising & Programming**

- Provide direct services to students including one-on-one and small group advising focused on:
  - College exploration and applications
  - Financial aid and financial literacy
  - Career exploration and planning
  - Academic success strategies and college readiness
- Facilitate classroom presentations, workshops, and group sessions for students and families (in-person and virtual)
- Support development of individualized student plans and monitor progress toward college readiness goals
- Assist with student outreach and communication, including maintaining consistent contact with students and families

**Program Implementation & Coordination**

- Assist in planning and executing college readiness activities, such as:
  - College tours
  - Test preparation sessions
  - Financial aid workshops
  - Summer and transition programs

• Support logistics including scheduling, material preparation, and event coordination
• Contribute to the development of program materials, workshops, and resources

**Data Tracking & Reporting**

- Maintain accurate records of student interactions and services in program databases
- Support tracking of key student metrics (academic progress, applications, FAFSA completion, etc.)
- Assist in ensuring compliance with data reporting requirements and program goals

**Collaboration & Team Support**

- Collaborate with school staff, counselors, and GEAR UP team members to support student success
- Assist with training or guiding student assistants/college aides when needed
- Participate in staff meetings, trainings, and professional development

**Administrative & Site Support**

- Support day-to-day site operations, including classroom management, material organization, and program setup
- Provide general administrative support (filing, data entry, communications, etc.)
- Support evaluation and continuous improvement of programming
- Contribute to equitable and inclusionary work to support student-success that strengthens 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 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

## EDUCATION, SKILLS AND ABILITIES

- Bachelor's degree preferred (or currently pursuing with relevant experience) in college access, education programs, or youth development preferred
- Ability to facilitate presentations and engage diverse student populations
- Knowledge of college admissions and financial aid processes; academic planning and student support strategies
- Strong organizational, communication, and time management skills; ability to manage multiple tasks and work both independently and collaboratively
- Proficiency in Microsoft Office/Google Suite and student data systems
- Bilingual Spanish preferred
- Willingness to work occasional evenings/weekends and travel to school sites
- Ability to work 12-20 hours

**Upon hire, successful applicants may be asked to provide the following documentation:**

- TB test results (at own expense)
- Live Scan fingerprinting (expense covered)
- Vehicle insurance information and Driver's License
- Proof of eligibility to work in the United States
- Proof of current enrollment in an undergraduate or graduate program
- Works hours: up to 20 hours per week (evening/weekend hours may be required)

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.

## 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**: $20.00 hourly (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 statues, 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