

WORKING TITLE	Parent/Family Program Specialist
PAYROLL CLASSIFICATION	N2212 – Community Services Specialist II
DEPARTMENT	Gear Up
STATUS	Full-Time, Benefitted, Non-Exempt
POSTING DATE	August 7, 2027
POSITION NUMBER	2738

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 underrepresented middle school/high school students and their parents/guardians in the Norwalk La Mirada school district. Under the direct supervision of the Assistant Director, the Program Specialist is responsible to support the creation, implementation, and oversight of services at assigned 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties include but are not limited to:

- Support college awareness and readiness programming and services (virtual and in-person) for GEAR UP students and families, including but not limited to career exploration and advising, college exploration and advising, college tours (local, regional, and national), test preparation, college application/admission, financial aid, academic & career goals, social-emotional learning.
 - Design and implement senior-year milestone programming for families, including FAFSA/CADAA completion, scholarship search, and award letter analysis.
- Implement targeted virtual and in-person interventions in coordination with GU Team, site supervisors, and district administration. Group and 1x1 advising session included.
- Support coordination of parent programming- virtual, in-person, field trips, etc. (including, communication before and after events, agenda oversight, key speaker scheduling, refreshment pick-up, set-up/clean-up)
- Provide ongoing and consistent contact with all GU participants, school site coordinators and other key partners via email, phone, in-person, or online methods, at multiple school sites locations
- Attend School Site Programming, Outreach, and Collaboration Meetings.
 - Design and implement strategic partnership initiatives with local colleges, community organizations, and businesses to align resources and co-create programs that support 12th-grade family engagement and student success.
- Assist with the preparation of program-related materials and resources
- Coordinate programming promotion and recruitment (calls, flyer distribution, emails, texts)

- Participate in professional development at the local, regional, and /or state level; attend GEAR UP meetings and trainings when needed.
- Participate in events aimed at promoting or developing GEAR UP programming.
- Collect, enter, and data related to GEAR UP activities for required U.S. Department of Education annual progress reposts as well as general project operation.
 - Develop and apply different indicators to assess family engagement impact, and inform strategic planning, ensuring continuous quality enhancement.
- Assist in evaluation virtual and in-person programs and services needed for region and school sites.
 - Design and facilitate career pathway exploration sessions that interpret labor market trends, analyze career trajectories, and connect families to actionable opportunities, fostering informed decision-making.
- Work collaboratively with the GEAR UP team to prepare and submit reports, proposals, and other materials.

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.

WORK LOCATION

This position involves travel to school sites, as well as administrative duties at the GEAR UP 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

EDUCATION, SKILLS AND ABILITIES

- Bachelor's Degree required
- Spanish speaker (written and verbal) highly preferred.
- Minimum of (1) one year of education program coordination/counseling experience related to college access preferred.
- Demonstrate knowledge of holistic academic support services, development of individualized service plans; financial aid and literacy; and college access programs, and the California college systems.
- Basic knowledge working with a diverse student population, and sensitivity to culture, race, ethnicity, gender identity, sexual orientation, and socio-economic status.
- Strong attention to detail, especially for 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 tasks, and meet tight and frequent deadlines.
- Excellent oral and written communication skills.
- Social media communication skills are highly preferred
- 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.

- Be willing to travel to various college and K-12 school sites, have reliable transportation and vehicle insurance (driving is required for the role).

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.

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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: \$23.11-\$27.29 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 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