PRIORITY APPLICATION DEADLINE – MAY 9TH
If you are interested in applying to become a Long Beach Cal-SOAP Program Assistant, please:

1. Review the attached job description
2. Apply using the online application link
   a. (or click here https://csulb.qualtrics.com/jfe/form/SV_9tPB3GxGCJRQW74)

May 9th is the priority deadline for Fall 2022 employment. Eligible candidates who submit after the priority deadline may be placed on a waitlist.

INTERVIEW AND SELECTION
Eligible candidates will be invited to interview with the Cal-SOAP team during May 18th – 27th over Zoom.

FALL 2022 EMPLOYMENT WILL BEGIN
• August 1st

MANDATORY TRAINING SESSIONS:
In order to be eligible for employment, Cal-SOAP Coordinators must attend the following training sessions:

Fall Advising Training
• Monday August 15th  8:30am – 4:30pm
• Tuesday, August 16th  8:30am – 4:30pm
• Wednesday, August 17th  8:30am – 4:30pm
• Thursday, August 18th  8:30am – 4:30pm
• Friday, August 19th  8:30am – 4:30pm
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 Program Assistant supports the program in the creation, implementation, and oversight of program services at assigned high school sites and community based organizations, the management of data collection, Governing Board support, 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:
This position involves occasional travel to assigned school sites, as well as administrative duties at the Cal SOAP operations office, located in Long Beach, CA.

ESSENTIAL JOB FUNCTIONS:
Specific duties include but are not limited to:

- **Program Support**
  - Assist in the planning and implementation of pre-college curricula, advisor training, and program/district meetings (virtual and in person).
  - Assist with the planning, scheduling, and other logistical requirements when coordinating educational related activities.
  - Assist with training and development for 17+ college peer advising staff, virtual and in-person.
  - Assist in evaluating programs and services needed assigned sites.
  - Assist with the preparation of program-related materials and resources.
  - Attend program related meetings and trainings on and off campus (or virtual).
  - Provide direct, frequent, and on-going services to K-12 students, in areas of college application assistance, learning skills, financial aid assistance, financial literacy, and career preparation.
  - Maintain updated and accurate staff and site contact directory.
  - Assist with the staffing calendar throughout the regions and in office.
  - Coordinate off-site workshops and programming for community partners.
  - Assist in the creation, development and oversight of social media accounts and general program outreach/publicity/marketing.

- **Data Collection & Office Support**
  - Oversee timely submission of payroll in support of Project Director.
  - Maintain data logs and service tracking protocol.
  - Develop and maintain student information and parent information surveys for over 1000+ submissions annually.
  - Develop and maintain virtual data logs across 17+ school sites.
  - Responsible for general office duties (e.g. answering phones, filing, campus deliveries, supply orders, etc.)
- Work collaboratively with the Cal-SOAP team to prepare and submit reports, proposals, 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.
- Develop and track Governing Board in-kind pledge and contributions forms quarterly for 6+ members, reconciling $440MM+.
- Assist with administrative Governing Board duties (e.g., plan and attend meetings, take meeting minutes, prepare documents/reports, develop outreach plans, oversee in-kind budget documentation)
- Other duties as assigned.

PREFERRED QUALIFICATIONS:
- Bachelor’s Degree preferred.
- 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
- Regular punctual attendance required.
- Have advanced skills in Microsoft Office programs (Word, Excel, PowerPoint, Publisher)
- Have working knowledge of Microsoft Access database

Upon hire (per Cal-SOAP 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) documenting federal financial aid eligibility
- Proof of current enrollment in an undergraduate or graduate program

Works hours: up to 28 hours per week (some weekend hours may be required) | Wage: $16-19

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- 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.