

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

<b>WORKING TITLE:</b>	Project Rebound Senior Staff Coordinator
<b>PAYROLL CLASSIFICATION:</b>	Administrative Support Assistant III (N2203)
<b>DEPARTMENT:</b>	Student Affairs
<b>STATUS:</b>	Full Time, Benefitted, Hourly/Non-Exempt
<b>POSTING DATE:</b>	January 6, 2022
<b>POSITION NUMBER:</b>	#2540

### **JOB SUMMARY:**

The programmatic anchor of Project Rebound is a full-time Senior Staff Coordinator (“Coordinator”) who has experience successfully navigating a university campus that enables them to effectively mentor formerly incarcerated students and build community among formerly incarcerated students and the wider university community.

The Coordinator must coordinate the enrollment of all formerly incarcerated students who qualify for the program based on university and program criteria. The Coordinator, in partnership with the Office of Admissions, will assess each student’s unique academic needs and familiarize them with all campus resources and relevant services in the community that will aid them in applying, matriculating, and successfully graduating from CSULB. The Coordinator acts as a liaison and will develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on campus (e.g., Admissions, Financial Aid, Academic Advising, Academic and Student Affairs), local community colleges, and key stakeholders and partners in the external community (e.g., reentry organizations, probation, parole, corrections) that promote the success of Project Rebound. The Coordinator will conduct workshops for prospective students in correctional facilities, community colleges, and community organizations, and will ensure that prospective students understand the process of applying to and succeeding at CSULB.

### **ESSENTIAL JOB FUNCTIONS:**

- Support and assist Project Rebound Assistant Director
- Conduct educational outreach and implement informational workshops for prospective Rebound students in local prisons, as well as community-based organizations and transitional living spaces that serve the reentering population. Must travel to off-campus sites on a regular basis
- Respond to all letters and inquiries
- Provide individualized pre-enrollment services (e.g., academic assessment, admissions advising, financial aid, and counseling) to prospective Rebound students to help them prepare to apply for admission to the CSU
- Connect matriculated Rebound students to financial aid resources to help them apply for aid
- Maintain regular communication with enrolled and prospective Rebound students in order to provide counsel, experience-based advice, and additional customized support as needed to help students apply, matriculate, and stay on track to graduation
- Manage federal work-study students and volunteers/interns in assisting in correspondence with currently incarcerated applicants throughout the state, and campus in-reach or community outreach
- Develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on campus, local community colleges, and key stakeholders and partners in the external community that promote the success of Project Rebound
- Cultivate supportive relations and advocate with Associated Students

- Cultivate supportive relations and advocate with local, state, and federal elected officials
- Encourage student community service and civic engagement
- Advise and assist students to create and maintain an active student club or organization as appropriate
- Update referral lists and extend network of support for continuing students and students newly released from custody
- Communicate with parole and probation on behalf of current and prospective Rebound students when necessary (both adults and juveniles). The coordinator will selectively produce letters of support for Rebound students and alumni to the Board of Parole, prospective employers, and academic programs
- Coordinate orientations for newly admitted Rebound students, and participate in opportunities to table during different campus events
- Develop and maintain strong records, files, and tracking and statistical data on applications, admissions, retention, and graduates, as a means of expanding the program and articulating the expansion of services available to Rebound students
- Join the Advising Roundtable to develop an academic advising record, mid-semester progress report, and student agreement outlining the components of the program, mission, and values of Project Rebound
- Create opportunities for Rebound students to build community within the program, campus, or statewide
- In partnership with the Office of Admissions, complete reports for the Project Rebound Executive Committee and funders (e.g., monthly, quarterly, and annually)
- Updating social media and website with current information
- Create and design flyers and other informational literature that represents the Project Rebound mission and values
- Inspire an environment of leadership, academic excellence, and respect
- Establish and foster empowering networks among Project Rebound alumni and students
- Take part in Academic advising/coaching to support students academically to refer to appropriate College academic advisor
- Develop workshops and training programs to educate CSULB and the Long Beach community
- Responsible for fiscal coordination of budget (i.e. ordering supplies, processing invoices, maintain professional and student staff pay)
- Attend national conferences that promote Project Rebound students
- Other duties as assigned.

## **EDUCATION, SKILLS AND ABILITIES:**

### **(Minimum Qualifications)**

- Bachelor's degree from an accredited four-year college or university
- Two (2) years of experience related to duties and responsibilities specified
- Excellent written and oral communication and leadership skills
- Knowledge of the various segments of post-secondary institutions and opportunities for students from low income and underrepresented backgrounds
- Knowledge of local, state, and federal corrections systems, parole, probation, housing, and public policy that affects the formerly incarcerated
- Ability to clearly, accurately, and effectively relay information to students, university faculty, staff, and administrators, and community members
- Proficiency in working with computers and popular software packages
- Must be able to work independently and take initiative
- Ability to work effectively with numerous members of the professional academic communities

- Experience working with currently and formerly incarcerated individuals
- Must be available to travel and work some nights and weekends

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.

**(Preferred Qualifications)**

- Five (5) years of experience related to duties and responsibilities specified.
- Strong preference will be given to candidates who have succeeded in overcoming barriers similar to those confronting the project's target population (i.e., a formerly incarcerated person).
- Bilingual (English/Spanish) preferred.

**COVID-19 VACCINATION REQUIREMENT**

Upon being hired, all individuals will be required to **attest/certify their COVID-19 vaccination and booster (if applicable) status (proof of vaccination will be required).**

**AT-WILL/GRANT FUNDED EMPLOYMENT:**

This position is employed through the CSULB Research Foundation. Employment is at-will. This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory performance, continual renewal of grant monies and availability of funds.

**SALARY BASED ON EXPERIENCE: \$21.08 - \$25.73, hourly, non-exempt**

**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.

**FILING DEADLINE: Open Until Filled**

**Note:** In order 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.

**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, Affirmative Action, 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.

#### **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 E-mail:** [FND-HRPAYROLL@CSULB.EDU](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. 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 in order 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.

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Please read and complete voluntary **Applicant Affirmative Action Information Form** below.  
Submit completed form with your resume and employment application to:

**CSULB Research Foundation, Human Resources –**

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# APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

## VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is **voluntary**. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: \_\_\_\_\_

Date of application: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Gender:     Male        Female

Race/ethnic background (select one only):

- |  |   |
|--|---|
| Hispanic/Latino                        | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.   |
| White                                  | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa.   |
| Black/African American                 | Persons having origins in any of the black racial groups of Africa.   |
| Asian                                  | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| American Indian/Alaska Native          | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment.   |
| Two or more Races                      | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native.   |

## VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications of Protected Veteran listed below.

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

### **Disabled Veteran**

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

### **Active Duty Wartime or Campaign Badge Veteran**

Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmed-al2.asp>.

### **Armed Forces Service Medal Veteran**

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

### **Recently Separated Veteran**

Veteran who served on active duty and was discharged or released from active duty within the last three years.

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