

California State University, Fresno Foundation

COLLEGE COUNSELOR – EDUCATIONAL TALENT SEARCH JOB ANNOUNCEMENT #17-856

POSITION & SUMMARY:	COLLEGE COUNSELOR - Full-time, 12 month position through the California State University, Fresno Foundation. The Educational Talent Search Program serves high school, low-income and first-generation college bound students. The program assists students to continue, and graduate from secondary school and to enroll in postsecondary educational programs through extensive academic counseling, career/ major orientation and exploration, tutorial assistance and a variety of other intensive services. Schools served are Porterville High, Monache High, and Granite Hills High Schools. This position will be housed at Porterville College.
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Program Director, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Preparation and implementation of advising and counseling services to approximately 500 students at the target schools and to work closely with school site counselors and staff • Collecting and pre-screening student applications for program eligibility • Submitting recommendations to the Program Director • Assessing students educational needs • Assisting students with the implementation of their Individual Student Educational Plan (ISEP), college admission test- prep, college admissions, financial aid application, and scholarship and career exploration • Providing workshops, seminars, assisting in the implementation of early outreach activities • Participating in in-service training needed to ensure successful implementation of assigned duties as related to the accomplishment of program objectives • Maintaining records of students for case management purposes • Assisting the Project Director in the preparation of reports, surveys, and other documents necessary for the continued funding and successful operation of the program • Plan, assist and supervise a 2-week summer residential program • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s Degree or equivalent in counseling, education, psychology, social work education, or a related field or discipline • One (1) to two (2) years related experience working with a student population similar to Education Talent Search program • Equivalent combination of education and experience • Valid Driver’s License, reliable transportation and adequate insurance as driving is a requirement of the position • Computer skills required for power point presentation, maintaining data and reporting purposes • Must work and communicate effectively with students, parents and other diverse populations • Must have ability to establish effective working relationships with various stakeholders • Ability to make oral presentations and write detailed reports • Experience with and sensitivity to students from diverse cultural and socioeconomic backgrounds • Bilingual in Spanish preferred, but not required
SALARY/BENEFITS:	\$3,956.33 per month. Benefits include health, dental, vision and life insurance, 401(k), vacation, sick leave and holiday pay.
FILING DEADLINE:	Application review begins September 6, 2017. Open until filled.

TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>
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RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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