

1/19/10

**POSITION ANNOUNCEMENT**

609

**TITLE: ACADEMIC COUNSELOR, GEAR UP**

**DEPARTMENT: STUDENT AFFAIRS/GEAR UP PROGRAM**

**HOURS:** 40 hours per week (some evenings and some weekends required)

**SALARY RANGE:** \$3,500-\$4000 per month plus benefits

**POSITION SUMMARY:**

Under the supervision of the Gear Up Project Director, the Academic Counselor will serve as the primary liaison between the project the designated target school; assist in the development of comprehensive services and activities in an effort to motivate and develop the necessary skills to complete a program of secondary education and enroll in a post-secondary institution; and provide academic advisement and other services as outlined in Gear Up proposal.

**RESPONSIBILITIES:**

1. Designs, monitors, and updates participants' Individual Education Plans and meets with them one-on-one and in small groups, a minimum of 25 students per week to advise and assist in postsecondary preparation planning and selection.
2. Advises, organizes and carries out academic and career decision making activities.
3. Organizes and conducts college tours, cultural activities and job shadowing.
4. Provides information about financial aid and postsecondary programs while assisting students in applying.
5. Prepares and maintains participants' progress records.
6. Assists Project Director in writing and designing of Gear Up brochures, posters, and other informational literature.
7. Supervises university tutors at school sites.
8. Maintains and develops close relationships with high school personnel and on campus resources to encourage joint planning with the project.
9. Assists Project Director in research and preparation of project reports to the US Department of Education and CSU Fullerton.
10. Supervise student tutors at the school site.
11. Assist the Project Director to implement and monitor program services.
12. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Minimum of 2 years experience advising and working for a program focused on the retention and academic performance of low-income secondary students from diverse backgrounds.

2. Knowledge of the various segments of post-secondary institutions and opportunities for low income and underrepresented students.
3. Excellent written and oral communication skills.
4. Must be able to work independently and take initiative.
5. Proficiency working with computers and popular software packages.
6. Experience in documentation of services.
7. Experience in overcoming educational barriers similar to those confronting project's participants.
8. Ability to work effectively with numerous members of the professional academic communities.
9. Must be able to travel to target school and off-campus sites on a regular basis.

**EDUCATION:**

1. Bachelor's degree required in Education, Human Services or related field. Master's Preferred.
2. Training on retention issues in higher education.
3. Training working with disadvantaged populations.

**BENEFITS:**

Health, health care flex plan, dental, vision, life, LTD, education reimbursement, retirement (eligible upon completion of (2) two years of employment with CSUF Foundation or (2) years prior service with higher education institution), vacation, and sick leave. All benefits will be administrated according to policies, summary plan descriptions, or procedures.

**APPLICATION PROCEDURE: 1) Submit application\* 2) resume and cover letter 3)three references to:**

CSU Fullerton Auxiliary Services Corporation (ASC)  
Human Resources Department  
2600 E. Nutwood Ave., Suite 275  
Fullerton, CA 92831

Fax to: 657- 278-1187

Email to: [grusso@fullerton.edu](mailto:grusso@fullerton.edu)

\*Note: to print an application got to our website [www.csufasc.org](http://www.csufasc.org). Go to "forms" and then click on "application" and download it. Be advised that you will not be able to save your information typed into this form. Be sure to print a copy or two before you close the form. You will then have to scan the application and attach to the email if you choose. You may also fax in your documents.

**APPLICATION DEADLINE: January 26, 2010**

**The Auxiliary Services Corporation reserves the right to discontinue or modify any benefit offered by the Foundation.**

***CSU FULLERTON AUXILIARY SERVICES CORPERATION IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER***