

EMPLOYMENT OPPORTUNITY

POSITION: STEM TRANSFER SUCCESS SPECIALIST

JOB #16/90

(Classified as Student Services Professional III)

Full-time, temporary position available on or after June 1, 2017 and ending on or before May 31, 2018 for STEM Success (a grant from the U.S. Department of Education). Possibility of reappointment based on budget, department needs, and job performance.

ESSENTIAL DUTIES: Under the general supervision of the Project Director, the STEM Transfer Success Specialist will serve as the STEM Success program staff lead for transfer articulation programming. Areas of responsibility include evaluation of transcripts for CSU eligibility and major preparation, coordination of collaborative meetings, and work with regional community college campuses to facilitate consistent programming in support of target students' needs. The incumbent will facilitate effective tracking and advising of prospective transfer students to ensure a seamless transfer to CSU Stanislaus in one of the STEM disciplines. The position will work functionally and closely with faculty, program chairs, coordinators, directors, the Advising Department, Admissions, Financial Aid, Enrollment Management and student support services as appropriate. The STEM Transfer Success Specialist will work closely with the Articulation Faculty lead to create and implement collaborative professional development opportunities for regional community college counselors and faculty and Stanislaus State counselors and faculty to better serve transfer students. This position will facilitate the review and provision of travel, training and related resources in support of faculty-to-faculty engagement between participating community colleges and Stanislaus State STEM Success transfer articulation faculty. The position will lead student employees and/or part-time employees and will cultivate relationships with stakeholders. This position will assist in data collection and analysis concerning transfer articulation program-specific and CSU system-wide evaluation. Duties include but are not limited to:

- Establish and maintain direct contact with transfer students from regional community colleges to promote CSU Stanislaus STEM majors and provide information regarding admission and major requirements, procedures and timelines, financial aid, academic opportunities and student services available at CSU Stanislaus.
- Coordinate and present workshops, classroom presentations, fair participation, and other outreach and recruitment activities to and on behalf of transfer students.
- Plan and implement transfer student programming and advisement with independent judgment and minimal supervision.
- Meet with faculty, staff, and administrators across institutions as needed to maintain consistent and effective programing for prospective transfer students.
- Arrange for students to meet with faculty as needed to promote successful transfer and degree completion.
- Track and advise prospective transfer students, including reviewing documents required to inform major preparation, CSU admission, financial aid, scholarships and other service opportunities. Travel to regional community colleges on a regular basis to promote STEM transfer student success.
- Serve as a staff lead for STEM articulation faculty, discipline-specific roadmaps, and faculty-to-faculty engagement.
- Coordinate and facilitate regular meetings of STEM Success transfer articulation faculty; maintain meeting records and provide meeting preparation and follow-up as appropriate.
- Facilitate ongoing communications between articulation faculty and regional community colleges to identify and alleviate barriers to transfer and STEM degree completion.
- Work closely with the STEM Success Articulation Faculty lead to create and implement collaborative professional development opportunities for regional community college counselors and faculty and Stanislaus State counselors and faculty to better serve transfer students.
- Facilitate the review and provision of travel, training and related resources in support of faculty-to-faculty engagement between participating community colleges and Stanislaus State STEM Success transfer articulation faculty.
- Collaborate with regional community colleges to implement the STEM roadmaps with transfer students, collect feedback, and provide input to articulation faculty.
- Assist Enrollment Services in implementing/expanding the Pre-enrollment Prospect Pipeline and STEM Student Degree Audit Module. Promote the prospect pipeline and run degree audits on a regular basis. Provide ongoing recommendations and follow-up after implementation.
- Work with counselors, faculty, and administrators at community colleges to collect and review student data information and help analyze activity progress and outcomes.
- Assist in data collection and analysis concerning transfer articulation program-specific and CSU system-wide evaluation.
- Adhere to all federal and University guidelines with respect to student privacy rights.
- Attend advisory and leadership meetings, including preparing and assisting with monthly, quarterly, annual and ad hoc reports.
- Maintain current knowledge of University and collaborative colleges' courses, majors, prerequisites, general education, graduation requirements, procedures, rules and regulations, and other student services including financial aid and scholarship opportunities. Supervise, train and schedule Articulation peer mentors (student personnel).
- Provide coordination and oversight of Articulation peer mentors (student personnel) that assist with information sessions held on partner community college campuses and serve as a resource for students who have made the transfer to Stanislaus State. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution where such are job-related.
- Equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred but is not required. A master's degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

PREFERRED QUALIFICATIONS:

- Ability to work an adjusted schedule (evenings and weekends) as required. Demonstrated effective time management and organizational skills.
- Demonstrated experience and ability to effectively lead and coordinate the work of others.
- Knowledge of CSU admission requirements and policies. Understanding of CSU Stanislaus and partner campuses' organization, procedures, and activities.
- Knowledge and extensive experience utilizing a personal computer and software applications for word processing, spreadsheets, database management, internet communications and electronic calendaring systems. Experience with PeopleSoft.
- Experience working in a higher education setting. Community college experience. Demonstrated experience in working with students and faculty.
- Ability to establish and maintain cooperative working relationships with staff and faculty, CSU administrators, student organizations, private and public agencies and others in committee work, student advising and community contacts.
- Demonstrated excellent oral and written communication and interpersonal skills. General knowledge of research and interview techniques.
- Ability to interpret and apply program rules and regulations.
- Ability to reason logically; ability to collect, compile, analyze and evaluate data and make verbal or written presentation based on the data.
- Ability to rapidly acquire general knowledge of the overall operation, functions and programs of the campus to which assigned.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of the methods and problems of organization and program management.
- Ability to clearly express ideas and recommendations orally, as well as write clear and concise reports.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other programs or service areas.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Ability to obtain factual and interpretative information through interviews. Ability to recognize multi-cultural, multi-sexed and multi-aged value systems and work accordingly.
- Thorough knowledge of the principles of individual and group behavior. General knowledge of the principles, practices and trends of the Student Services field.
- General knowledge of the policies, procedures and practices of the program area to which assigned. General knowledge of individual counseling techniques.



- General knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the campus.
- Working knowledge of student services programs outside the program to which immediately assigned.
- Ability to analyze complex situations accurately and adopt effective courses of action. Ability to advise students individually and in groups on complex student-related matters.
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action. Ability to carry out a variety of professionally complex assignments without detailed instructions.
- Ability to establish and maintain cooperative working relationships with a variety of individuals.

SALARY RANGE: \$4,204 - \$5,989 per month plus excellent paid benefits (position will normally be hired at or near the entry salary). The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

POSITION IS OPEN UNTIL FILLED. APPLICATION SCREENING WILL BEGIN JUNE 1, 2017. (Applications received after the screening date will be considered at the discretion of the university.)

APPLICATION PROCEDURE: To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/staff/index.html), **cover letter**, and **resumé** to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382
For questions, please contact: Ms. Cherie Davis (209) 667-3923

A background check (which includes checks of employment records, education records, criminal records, civil records; and *may* include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW

THE ANNUAL CAMPUS SECURITY AND FIRE REPORT INCLUDES STATISTICS FOR THE PREVIOUS THREE YEARS CONCERNING REPORTED CRIMES THAT OCCURRED ON CAMPUS; IN CERTAIN OFF-CAMPUS BUILDINGS OR PROPERTY OWNED OR CONTROLLED BY STANISLAUS STATE; AND ON PUBLIC PROPERTY WITHIN, OR IMMEDIATELY ADJACENT TO AND ACCESSIBLE FROM THE CAMPUS. THE REPORT ALSO INCLUDES INSTITUTIONAL POLICIES CONCERNING CAMPUS SECURITY, SUCH AS ALCOHOL AND DRUG USE, CRIME PREVENTION, THE REPORTING OF CRIMES, SEXUAL ASSAULT AND, CAMPUS FIRE STATISTICS. YOU CAN OBTAIN A COPY OF THIS REPORT AT: [HTTPS://WWW.CSUSTAN.EDU/UPD/CRIME-STATISTICS](https://www.csustan.edu/upd/crime-statistics). TO REQUEST A PRINTED COPY CALL: (209) 667-3572; FAX: (209) 667-3104; OR EMAIL: PUBLIC_SAFETY@CSUSTAN.EDU. INFORMATION REGARDING CAMPUS SECURITY REPORTS AT OTHER LOCATIONS CAN BE FOUND AT: [HTTP://OPE.ED.GOV/SECURITY/](http://ope.ed.gov/security/). CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: [WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSCRIMESTATISTICS/INDEX.HTML](http://www.csustan.edu/upd/pages/campuscrimestatistics/index.html).

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

5/16/17