



# California State University, Fresno

College of Science and Mathematics

Vacancy # 13039

## Student Services Professional II

### Salary:

Salary range: \$3,269 to \$4,647 per month (anticipated hiring salary: \$3,566 per month)

Note: This is a full-time (40 hours per week), probationary, exempt position

### Organizational Description:

The College of Science and Mathematics Advising and Resource Center's primary goal is to improve recruitment and retention of all CSM majors with an emphasis on underrepresented minority (URM) students. The Center seeks to increase graduation rates of CSM majors and the numbers of students pursuing advanced degrees. The center serves as a seamless resource for students seeking advice or support within the college and assists students in career and graduate school placement. The Advising and Resource Center (ARC) centralizes all advising and student support services within the college to create a seamless student experience for all CSM students. The Center works closely with Student Services and the Learning Center to better coordinate services and to reduce overlap in services offered. Advising services are coordinated with cross-campus advising units and CSM departments and faculty. The Center also serves as an umbrella organization to house grant funded student support programs such as LSAMP and HCOP.

### Overview:

Under the general direction of the Program Director of the College of Science and Mathematics Advising and Resources Center, the incumbent will perform a variety of professional functions in support of the College.

### Position Summary:

- Perform individual and group academic advising for students in the College of Science and Mathematics majors/programs
- Maintain and update advisee records
- Evaluate transcripts of incoming and continuing majors
- Check applications for graduation before submission
- Ensure that every student has an academic plan
- Engage in all proactive activities that are intended to bring awareness about ARC and to draw student in for advising
- Conduct orientation sessions for new and/or prospective students on campus and at off-campus sites
- Provide accurate information regarding students and the program to university faculty and offices, including information on student success, retention, and graduation
- Maintain complete and accurate student advising and referral records
- Serve as a liaison to area community college counseling personnel regarding program procedures and major requirements
- Representing the College and University at recruitment fairs
- Career advising and internship coordination
- Attending Learning Center training and university advising

### Knowledge, Skills & Abilities:

- Working knowledge of the practices, procedures and activities of a university/college
- General knowledge of the methods and problems of organizational and program management
- General knowledge of research and interview techniques
- General knowledge of the principles of individual and group behavior

Ability to:

- Interpret and apply program rules and regulations
- Use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements
- Obtain factual and interpretative information through interviews
- Reason logically
- Collect, compile, analyze and evaluate data and make verbal or written presentations based on these data
- Advise students individually and in groups on routine matters where required

- Recognize multicultural, multisexed and multi-aged value systems and work accordingly
- Establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts

**Education and Experience:**

- Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration, or a job-related field
  - Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis
- Equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth
  - A master's degree in a job-related field may be substituted for one year of the professional experience

**Preferred Skills:**

- Master's degree in counseling
- Knowledge of PeopleSoft, the Degree Audit Reporting System (DARS), Grades First, articulation and transfer policies and procedures, and admission requirements is highly desirable
- Knowledge of issues relating to advising and careers in the sciences and/or health professions is desirable

**Filing Deadline:**

Open until filled, first review October 27, 2016.

**How To Apply:**

To apply for this or any open position at Fresno State visit our online employment site at: <http://jobs.csufresno.edu/>

**Other Requirements:**

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

A background check (including a criminal records check) must be satisfactorily completed (as determined by the CSU) before any candidate can be offered a position with the CSU. Failure to satisfactorily complete or pass the background check may be the basis for rescinding an offer of employment and/or affect the continued employment of current CSU employees who apply for posted positions identified as sensitive.

California State University, Fresno annual security 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 Fresno State, and on public property within, or immediately adjacent to or accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following web site: <http://www.fresnostate.edu/adminserv/police/clery/index.html>

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. You can obtain a copy of this Executive order by accessing the following web site: <http://www.calstate.edu/eo/EO-1083.html>

This position may be a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**Other Applicant Information:**

Applicants will receive confirmation of receipt of their application materials via automatic email reply. In addition, qualified applicants will receive email notification at the conclusion of the recruitment process.

It is the policy of the California State University to fill vacant positions represented by the California State University Employees' Union (CSUEU) with qualified applicants currently employed on the campus. Other applicants may be selected when it is necessary to meet the best interests of the campus by obtaining specialized skills and abilities not available from campus applicants.

**Equal Employment Opportunity:**

The California State University, Fresno is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal equal employment opportunity laws and regulations. Executive Order 883 prohibits discrimination and Executive Order 927 prohibits harassment, on the basis of a protected status: race, color, religion, national origin, ancestry, age, sex (including gender identity, per HR 2004-12), sexual orientation, marital status, pregnancy, mental disability, physical disability, medical condition and covered veteran status. Retaliation against individuals for complaining about these proscribed conduct, opposing such conduct, or participating in an investigation or proceeding involving such conduct is prohibited by both executive orders.

Further, the California State University, Fresno's statement of commitment to equal employment opportunity principles is also found in the various collective bargaining agreements.

**General Information:**

California State University, Fresno is one of 23 campuses in the California State University System. The University's mission is to offer high-quality educational opportunities to qualified students at the bachelor's and master's levels, and in certain applied disciplines, at the doctoral level. The current student enrollment is approximately 23,000, including a large percentage of students with diverse and culturally rich backgrounds. The University serves the San Joaquin Valley while maintaining deep involvement with the state, nation, and world. California State University, Fresno promotes student learning and community engagement through faculty scholarship and service learning opportunities in collaboration with community organizations, educational institutions, industry, business and government. The University was one of the first U.S. Colleges and Universities to be selected by The Carnegie Foundation for the Advancement of Teaching for its Community Engagement Classification.

Metropolitan Fresno, with a multi-ethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing, lakes, and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.