August 29, 2017

Pathways Program Manager - UAS 1516
Verizon Innovative Learning Program

Salary Range: $43,000 - $45,000/Annually

Work Schedule: Full-time, Monday – Friday, 8:00 am – 5:00 pm; exempt position. Employment is contingent upon availability of funds. This position is eligible for benefits.

Essential Functions: Under the leadership of the Director of GO East LA, the Program Coordinator will oversee, plan and organize the development of pipeline/pathway program activities which include making classroom and community presentations in the local K-12 schools and community colleges and acting as a liaison in establishing a calendar of monthly events and activities, attend leadership visits, conduct workshops and campus tours for K-12 students, plan parent academies and other measures that promote a college going culture in the Cal State LA service area. Responsibilities for this position also include developing comprehensive academic and personal action plans with project participants in order to support their academic adjustment, decision-making, academic achievement, and persistence in higher education as well as collecting and maintaining student data. The Coordinator will work in collaboration with faculty, staff and students in a team-centered environment to complete program initiatives. Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

50% Develop program management plans for pathway programming with first time freshmen and transfer students including the organization and implementation of program activities.

20% Serve as an advocate/guide for the program and the program participants. Train and provide work direction to student assistants and others as assigned.

10% Plan, organize and conduct workshops, classroom presentations, and special events as directed.

15% Deliver oral presentations before students, faculty, staff and community groups.

5% Prepare and maintain, reports, databases, and files logs and lists using computer software programs.

Requirements: Equivalent to graduation from an accredited four –year college or university in one of the behavioral sciences, public or business administration, higher education, or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may substitute for the required education on a year-for-year basis. Equivalent to two years professional program management of pathways/pipeline programs 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 substitute for one year of the professional experience. Must demonstrate an interest and an ability to work in a multi-cultural/multi-ethnic environment.

Preferred Skills/Knowledge: Master’s degree from an accredited four-year college or university in one of the behavioral sciences, public or business administration, higher education, or a job-related field. Previous experience conducting pathway/pipeline initiatives in a higher education setting; bilingual Spanish fluency a plus; and demonstrated positive disposition, professionalism, student centered philosophy, and teamwork.
Review of applications will begin September 5, 2017 and will continue until the position is filled; however, the recruitment may close when an adequate number of qualified applications are received. A completed UAS employment application is required.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

Cal State LA University Auxiliary Services, Inc. is an equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state or local law.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.