

5/15/2020

Project Rebound Student Advisor UAS 1683  
Center for the Engagement, Service and the Public Good

Salary Range: \$20.50/hourly

Work Schedule: This is a full-time position: Monday – Friday 8:00 am – 5:00 pm; exempt position. This position is eligible for benefits. Employment is contingent upon availability of funds. This is a temporary appointment expiring on or before 6/30/2020 with the possibility of renewal contingent upon the availability of funds.

Position Overview: The Student Advisor for Project Rebound at Cal State LA assists with the transitions, transfers, and long-term planning for currently and formerly incarcerated students desiring to matriculate and graduate from Cal State LA. Communicates and collaborates with students to develop individualized educational pathways and assists with creating academic plans. The incumbent provides advisement via mail, email, individual counseling, group sessions, and workshops; helps students to acquire relevant information and support services; interprets and explains policies while working in collaboration with various campus departments and entities. The Student Advisor may also assist with post-graduation advising and career development. The incumbent is responsible for mediating and resolving complex student issues and providing referrals to appropriate campus resources. The incumbent will be responsible for data collection and reporting regarding student interactions.

Major functions will include:

- Primary point of contact for currently incarcerated students seeking admission to Cal State LA.
- Advising formerly incarcerated individuals on application and transfer to Cal State LA.
- Regular and on-going advising to currently enrolled students to support timely graduation.
- Coaching and professional development for graduates seeking employment.
- Data collection, monitoring, and report writing.

Specific Job Responsibilities:

- Advise potential students on application and transfer requirements through timely and regular communication.
- Advise and support current Project Rebound students to stay on course for timely graduation.
- Trouble shooting, problem solving, and networking with other campus resources.
- Data collection and report writing.
- Other support services, counseling sessions, or workshops as needed
- Other duties as assigned.

Required Skills/Knowledge:

- Two years professional experience in student services or related program areas.
- Familiar with CSU and Cal State LA general education, transfer, and graduation requirements.
- Experience working with diverse student population, especially systems impacted students.
- Experience providing outreach services to first-generation and systems impacted populations.
- Ability to handle complex, sensitive situations with compassion and care.
- Demonstrated experience-presenting information to individuals and groups.

Education:

- Minimum of BA in related field preferred. Must have prior experience working in student advisement. Experience working with systems impacted individuals preferred.

The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position. A completed UAS employment application is required.

Review of applications/resumes will begin on May 20, 2020 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: [uashr@cslanet.calstatela.edu](mailto:uashr@cslanet.calstatela.edu) or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 314, Los Angeles, CA 90032-8534.

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.

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.

Employment Application:

[http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment\\_application.pdf](http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf)