Project Rebound Outreach Coordinator UAS 1701
Center for the Engagement, Service and the Public Good

**Salary Range:** $18.54/hourly

**Work Schedule:** This is a three quarter time position (35 hours per week); Monday – Friday 8:00 am – 4:00 pm; non-exempt position. This position is eligible for benefits. Employment is contingent upon the availability of funds. This is a grant-funded position with a contract end date of June 30, 2021.

**Position Overview:** The Project Rebound Outreach Coordinator facilitates the growth and development of new and existing relationships with a variety of on and off-campus stakeholders to support the successful recruitment, transfer, and matriculation of formerly incarcerated students. The incumbent will be responsible for drawing on a growing network of community resource providers, governmental support programs, institutions of higher learning, parole, and other agencies within the justice system to build a network that is both robust and accessible to Project Rebound members lead an effort to support the student orgs and campus programs that are in operation at local Community Colleges serving Cal State LA and encourage the development of such programs on the few campuses where they do not exist, and, under the direction of the coordinator assist with the development of an ambassador program coaching student representatives placed at each community college where they provide direct support to transfer students and create a pathway to the university via Project Rebound. Works in collaboration with other staff members to meet the various needs of students as they arise.

**Major functions will include:**
- Provide independent assessments of hardships and barriers to student success
- Develop and implement strategies for acquiring support services and timely intervention.
- Facilitate and maintain ongoing communication with the network through emails, social media, and meetings
- Coordinate student ambassadors at local community colleges and outreach events
- Publicize Project Rebound events and initiatives by maintaining an active presence on social media, newsletter, Campus community calendars, and other publications.
- Monitor promotional items updating as needed in accordance with university public affairs
- Coordinate efforts for recruitment and gaining new partnerships
- Maintain current partnerships through regular communication and collaboration.

**Specific Job Responsibilities:**
- Manage Project Rebound image through multiple media and communication outlets
- Troubleshooting, problem-solving, and networking with various on and off-campus entities
- Coordinate Project Rebound presence at varied on and off-campus outreach events
- Manage student staff placed at community colleges and at other various outreach events
- Data collection and report writing
- Other support services, meetings, or events as needed

**Required Skills/Knowledge:**
- 1-year 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 populations, 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 outreach. 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.

Review of applications will begin 11/24/2020 and will continue until the position is filled; however, the recruitment may close when an adequate number of qualified applications are received. 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.

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