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range academic & career goals, leadership & campus involvement, social support & social confidence, and perseverance & resilience.

- Design and implement various active interventions in an effort to promote student retention, persistence, and graduation.
- Create and manage co-curricular learning communities grouped by caseload, student need, and other categories.
- Within assigned areas of responsibilities, independently plan and organize work priorities, solve problems, and take action.
- Perform in-depth analysis of specific program needs and develop solutions and approaches to meet those needs.

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|   | <ul style="list-style-type: none"> <li>• Assist with the preparation of project-related materials and attend project related meetings and trainings on and off campus.</li> <li>• Work collaboratively with core staff to prepare and submit project reports, proposals, and other materials.</li> <li>• Other duties as assigned.</li> </ul> |
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## **REQUIREMENTS**

- Master's degree in educational counseling or other related field required.
- Experience working with economically disadvantaged, first generation to college students, and/or students with disabilities.
- Direct experience with TRIO programs and overcoming personal obstacles will receive stronger consideration.
- Demonstrated knowledge of holistic academic support services; development of individualized service plans; financial aid and economic literacy; and retention programs. Strong emphasis on task strengths-based and non-cognitive proactive advising techniques.
- Strong attention to detail, especially for federal tracking and auditing. Experience that exhibits strong organizational skills and demonstrated ability to handle multiple tasks under pressure. Should be able to manage time effectively, prioritize workload, and meet tight and frequent deadlines.
- Must be able to accept constructive feedback, be professional and interact positively with an ethnically and culturally diverse campus community.
- High degree of initiative and ability to work without constant supervision.
- Experience working in collaborative settings, ability to function well under pressure, and handle multiple tasks concurrently.
- Excellent oral and written communication skills. Proficient computer skills related to MS Office Suite, social media platforms, and design software.
- Ability to advise students utilizing various learning management systems including PeopleSoft, BlackBoard, EAB Navigate, etc.
- Regular punctual attendance and availability to work a flexible schedule including evenings and weekends when necessary to meet deadlines and/or attend weekend trainings/workshops.
- Contribute to equitable and inclusionary work to support student-success that strengthen on retention and graduation.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Understand the importance of using inclusive language that does not promote gender/ethnic coding, discrimination, and/or selective pronoun usage for faculty, staff, and students.
- Provide resources and/or referrals to all students to support to academic success, basic needs, health and wellness, and/or creating a student-ready environment.
- This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.



A post offer background check (including a reference and criminal records check) must be completed, and the individual