Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to and under the general supervision of the Interim Director of EOP & PUERTA, the EOP Advisor and Seawolf Scholars Coordinator performs highly complex professional Student Services work and is responsible for utilizing a combination of high-level analytical and high-level interpersonal skills in coordinating all aspects of the design, coordination, and implementation of the Seawolf Scholars Program. The incumbent provides academic and personal advising for EOP and Seawolf Scholars students, designs, updates, and implements campus educational programs and services specific for EOP and Seawolf Scholars students, and builds and maintains partnerships with on- and off-campus resources. The incumbent also analyzes, develops, coordinates, and implements programs, events, and workshops that support project objectives. The incumbent independently plans and organizes work requirements and tasks to be accomplished; determines work priorities; handles unusual situations without advice or instruction; solves problems and makes decisions, which have impact on the work of others and the department, within assigned areas of responsibility. In addition, the incumbent provides information and strategic guidance to create a safe space supporting the educational success, retention, and graduation of EOP and Seawolf Scholars students.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

- Develops, designs, and implements programs and services that provide support, advice, and referrals related to various issues and challenges unique to students
- Independently coordinate and lead the creation and organization of programs and services in support of the academic success, retention, and graduation of students
- Creates and conducts assessments of student services and programs with the goals of assisting students, enriching their campus experience and enhancing their academic success
- Collaborates with various campus departments to improve outcomes related to the inclusion, retention, and graduation of EOP and Seawolf Scholars students
- Develops and implements a communication and outreach plan to provide potential, incoming, and enrolled Seawolf Scholars students with timely information on programs, resources, opportunities, events, activities, important deadlines, and academic and co-curricular enrichment opportunities
- Coordinates and provides support to facilitate the Seawolf Scholars admissions process for prospective, new incoming and currently enrolled students
- Identifies, cultivates and maintains relationships with local, regional, and national resources and organizations to establish a network of programs, services, and referrals in support of Seawolf Scholars students
- Seeks and composes grants for external funding and supports other fundraising efforts
- Develops and maintains website and other materials to provide current information to students, their families and allies
- Represents the Seawolf Scholars Program at both on-campus and off-campus events
- Serves as a resource for students, faculty, staff and the community
- Provide comprehensive academic advising to EOP and Seawolf Scholars students regarding general education, degree requirements, academic standing, appropriate course selection, relevant policies and procedures, e-advising tools, and campus resources.
- Coordinate and collaborate with Interim Director on highly complex projects to ensure alignment of program objectives and continuity within The Center for Academic Access & Student Enrichment
Office; assign and monitor special projects relating to proactive outreach, campaigns, and advising resources

- Work closely with students to identify, define, develop, and assess realistic and individualized educational pathways and academic plans.
- Actively participate in initiatives, campaigns, outreach, and events related to student success and advising.
- Determine work priorities and priority of discussion items, plan and organize agendas, and assist in facilitating staff meetings. Work closely with university partners to ensure that student inquiries are strategically coordinated and addressed in a timely manner, while supporting academic integrity and policies.
- Provide high-level and comprehensive holistic, proactive, and meaningful guidance for students on acclimating to their new academic lifestyle and building supportive personal environments and best practices to facilitate their student success.
- Oversees and coordinates the Seawolf Scholars Critical Needs Fund and scholarship funds
- Makes referrals to various campus partners
- Designs and maintains processes to track academic success of student participants
- Collects information and provides data on academic needs of students
- Prepare oral and written reports, when needed, on issues and concerns of students related to campus academic programs
- Participate in and the planning of the Summer Bridge Orientation Program
- Participate on department, division, and campus advisory committees and task forces as appropriate.
- Assignments requiring the application of a generally high degree of judgement, tact, persuasiveness, imagination, professional skills, and knowledge in academic advising, as well as a general understanding of the interrelationships and the need for coordinated action within the department, division, and university
- Considerable administrative planning to recognize specific program needs, then develop and present creative solutions that integrate approaches across organizational lines
- Lead, coordinate and assist in efforts to support staff and faculty across campus, as well as share insight and expertise on areas and student groups within the purview of EOP and Seawolf Scholars

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in an office setting, however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university orientation and other events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Your specific start time is determined by your Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position may require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for up to 6 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel.

Minimum Qualifications: Equivalent to graduation from a four-year college or university in a related field plus upper division or graduate course work in counseling techniques, interviewing and conflict resolution where such are job related. A master’s degree in Counseling, Clinical Psychology, Social Work or a job-related field may be substituted for one year of professional experience. A doctorate degree and the appropriate internship or clinical training in counseling, guidance or a job-related field may be substituted for two years of the required professional experience for positions with a major responsibility for professional, personal or career counseling. Possession of these knowledge and abilities is typically demonstrated through the equivalent to four years of progressively responsible professional student services work experience which includes experience in advising students individually and in groups, and in analysis and resolution of complex student services problems. Advanced proficiency with computers, Microsoft Office (Word, Excel), and Google Suite required. Knowledge
of databases and student information systems. PeopleSoft preferred. EAB Student Success Collaborative preferred. Bilingual in English/Spanish highly preferred.

Ability to carry out very complex assignments without detailed instructions; advise students individually or in groups on varied and complex matters; interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments; be innovative, solutions-based, and focused on researching and implementing current best practices; demonstrate multicultural competence through knowledge, skills, and abilities; lead, coordinate, and prioritize multiple, competing tasks to meet project deadlines; plan, develop, coordinate, and organize programs and services; respond to sensitive situations that involve immigration, deportation, and limited access to education and employment; orient students to the culture of the institution and provide support services to help students achieve their educational and personal goals; promote and deepen the understanding of the challenges faced by historically underserved students in general, and specifically; provide training to faculty and staff on best practices to support the access, success, retention and graduation of EOP and Seawolf Scholars students; accurately maintain records, analyze data and prepare reports using a variety of computer applications; understand the roles and responsibilities of others and gauge relationships accordingly by taking into account the variety of the interrelationships, motivations, and goals of the members of the organization served; determine the appropriate course of action and proper techniques to utilize while engaged with individuals and groups in personal interactions of a sensitive nature; reason logically and analyze and solve organizational and operating problems; plan, coordinate and initiate actions necessary to implement administrative, group decisions and/or recommendations; analyze and define complex organizational, policy or procedural problems, collect and evaluate data, draw valid conclusions and project consequences of various alternative courses of action; and understand the roles and responsibilities of others and to gauge relationships accordingly.

This position also highly prefers:

- Thorough knowledge and practice of student development theory, counseling and advising practice, and current trends/issues related to undocumented students in higher education;
- Thorough experience and comprehensive knowledge in developing, planning, designing, implementing, and assessing student programs;
- Thorough experience working with students from low income, traditionally underserved, and traditionally disadvantaged backgrounds;
- Comprehensive experience working with and/or understanding of the changing demographics of California youth culture;
- Advanced experience coordinating events including conferences, workshops and trainings;
- Familiarity with and/or ability to quickly gain understanding of California State University (CSU) policies and procedures;
- Advanced experienced in outreach, networking as well as experience with high impact practices that facilitate access, success, and equity for a diverse student population;
- Excellent written and oral communication skills.

Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.

Sonoma State University is committed to fostering and supporting multicultural competence for faculty, staff, students, and administrators.