Position Description Information

Position Information

Type of Action Requested:* New (Create a new Position Description)
Internal Team:* ST-Career Services - 52202
Job Code/Employee Classification:* SSP II
Job Code: 3082

Classification Title: SSPII - Career Services
MPP Job Code:
Position Number: No position selected.

CSU Working Title:* Career Advisor SSP II
Range/Grade: 3082-RANGE A-Grade-1

Reports to Supervisor: Evelyn Ramos
Reports To:* Director, Career & Professional Development Center

Position no: ST-10003204

Campus:* Stanislaus
Division:* Student Affairs
College/Program:* Retention Services
Department:* Career Services - 52202

FLSA Status: Exempt
Hiring Type: Probationary
Workplace Type (Exclude Inst Fac): On-site (work in-person at business location)

Pay Plan: AY
Pay Plan Months Off:

Position Designation

Mandated Reporter:* Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
Conflict of Interest:* None
NCAA:
○ Yes ○ No
Is this a Sensitive Position?: Yes

Care of People (including minors) Animals and Property:
Yes
Authority to commit financial resources:
No
Access/control over cash cards and expenditure:
Yes
Access/possession of master/sub-master keys:
Yes
Access to controlled or hazardous substances:
No
Access/responsibility to personal info:
Yes
Control over Campus business processes:
No
Responsibilities requiring license or other:  Yes
Responsibility for use of commercial equipment:  Yes
Is this a Campus Security Authority (CSA):  
  ○ Yes  ☐ No
Serves a security function:  No
Designated recipient for crime/misconduct reports:  No
Significant responsibility for Student Activities:  No
Significant responsibility for Campus Activities:  No

Job Summary/Basic Function:*
Under general supervision of the director, the Career Advisor will perform moderately complex professional student service work in that assignments typically require the application of both knowledge and judgment in using the principles, techniques, standards, guides and professional skills characteristic of a particular student service program or activity. This is the first level to require: planning; both interviewing and counseling techniques; judgment to recommend solutions to problems and changes in program procedures; and acting as spokesperson within the area of expertise.

Student Services Professionals are responsible for providing a wide variety of professional services and activities ranging from preadmission to the university through postgraduation. The purpose of these services and activities is to assist students in making successful progress toward their degree objectives; to provide learning experiences which supplement those in the classroom; and to assist and encourage students to utilize effectively the knowledge, skills and abilities learned during their university careers.

Such services and activities may include providing information and guidance to students; assisting students to think through problems and select suitable solutions and courses of action; evaluating student needs and authorizing services; coordinating and administering programs, events, and projects; facilitating student involvement in campus life; advocating the needs of individual students and groups of students to university administrators, faculty and staff; and providing support and assistance to students facing a variety of personal as well as institutional problems, questions and challenges.

Minimum Qualifications:*  
EDUCATION: Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. (Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities may be substituted for the required education on a year-for-year basis.)

EXPERIENCE: Equivalent of two years of professional experience in one of the student services program areas 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 be substituted for one year of the professional experience.)

Required Qualifications:
• Working knowledge of the practices, procedures and activities of the program to which assigned.
• General knowledge of the methods and problems of organizational and program management.
• General knowledge of research and interview techniques; and of the principles of individual and group behavior.
• Ability to interpret and apply program rules and regulations.
• Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
• Ability to obtain factual and interpretive information through interviews.
• Ability to reason logically; ability to collect, compile, analyze and evaluate data and make verbal or written presentation based on these data.
• Ability to advise students individually and in groups on routine matters where required;
• Ability to recognize multicultural, multi-sexed and multi-aged value systems and work accordingly.
• Ability to establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts.
• Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
• Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas.
• A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as required) must be completed satisfactorily before any candidate can be employed with the CSU.

Preferred Qualifications:
• Earned Master’s degree or post-baccalaureate units in counseling or directly related field preferred.
• Experience conducting workshops and facilitating events.
• Experience working with students from various ethnic and socioeconomic backgrounds, including underserved students.
• Prior experience in a higher education or university setting.
• Experience with student success systems (ie: EAB, PeopleSoft).
• Experience with career management systems (ie: Handshake, Focus2, Big Interview).

Special Conditions:
• May be required to work after-hours, evenings, or weekends.

License / Certification:  
• Valid California Driver’s License

Supervises Employees:*  
  ○ Yes  ☐ No

If position supervises other employees; list position titles:  
May provide lead and direction to SSP IA/IB and Student Interns.
## Job Duties

### 60% Program Development and Management:

- **Responsible for providing academic advising to first-year students relating to academic, personal, financial, learning, and campus life-related issues in virtual and in-person formats.**
- **Maintain current knowledge of resources, majors, prerequisites, general education, and graduation requirements, University procedures, rules, and regulations along with other student services.**
- **Provide advising on course selection and registration assistance on an individual or small group basis.**
- **Help students select appropriate educational goals and implement corrective measures to alleviate any deficiencies.**
- **Assistant in evaluating, developing, managing, and updating Career & Professional Development website.**
- **Participate in planning and support of all recruiting activities including employer information sessions, tabling, on-campus interviews, and fairs.**
- **Represent the university and department at specified regional professional association conferences and professional development workshops.**
- **Serve on Department, Division, and campus-wide committees.**
- **Ensure the up-to-date maintenance of required documentation, web-based resources, reports, and student records in accordance with university policies, government regulations, and accreditation standards.**
- **Assist and participate in the formulation and implementation of organizational goals and objectives.**
- **Participate in regular department and division meetings.**

### 20% Program Outreach, Engagement, and Marketing:

- **Provide presentations at New Student Orientation and assist in New Student Orientation advising sessions as assigned.**
- **Assist students and graduates in seeking employment in their field of training; assist in developing, planning, and delivering workshops and career-related programs for students and graduates.**
- **Host career information panels focused on specific pathways, help students engage in networking and informational interviews to build awareness relevant to desired career paths.**
- **Contribute to planning and participate in meetings with faculty fellows, faculty advisors, and professional advisors from assigned majors/pathways.**
- **Participate in and/or develop and present workshops to students on relevant success and resource topics as assigned.**

### 15% Evaluation, Training, and Program Assessment:

- **Conduct in-depth analysis of student skills, abilities, and previous academic performance consistent with the developmental advising approach.**
- **Provide comprehensive advisement to assist students in identifying their academic problems, evaluating them realistically, dealing with their aptitudes and abilities as related to their particular needs and circumstances.**
- **Report on the progress of assigned students, recommending additional interventions required to meet program goals.**
- **Provide transfer/degree requirement information to high schools and community colleges in the K-16 region to support students’ successful transition into Stan State in desired pathways.**
- **Maintain detailed and current records on assigned student population.**
- **Participate in regular department and division meetings.**

### 5% Other duties as assign:

- **May be required to obtain additional training and/or certification as part of professional development, based on department and/or campus needs, to stay current with industry standards.**
- **The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.**
- **At the direction of appropriate administrator, may provide support to other areas/departments withing functional area/departments as needed.**
Physical Mental and Environmental Demands

** Physical Mental and Environmental Requirements Must be Completed for all Positions **

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

### Physical and Mental Requirements

- **Bending:** Occasionally
- **Climbing:** Never
- **Concentrating:** Constantly - Essential
- **Crawling:** Never
- **Decision Making:** Frequently - Essential
- **Keyboarding and Mousing:** Constantly - Essential
- **Lifting or Carrying up to 10 lbs.:** Occasionally
- **Lifting or Carrying up to 25 lbs.:** Occasionally
- **Lifting or Carrying up to 50 lbs.:** Never
- **Lifting or Carrying over 50 lbs.:** Never
- **Performing Calculations:** Occasionally - Essential
- **Pushing or Pulling:** Occasionally
- **Reaching Overhead:** Occasionally - Essential
- **Repetitive Motion of Upper Extremeties:** Never
- **Sitting:** Constantly
- **Standing:** Constantly
- **Stooping Kneeling or Squatting:** Occasionally
- **Walking:** Constantly

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1**
- **Description:**

**Other Physical and Mental Req No.1 Frequency:**

**Other Physical & Mental Requirement No. 2**
- **Description:**

**Other Physical and Mental Req No.2 Frequency:**

**Other Physical & Mental Requirement No. 3**
- **Description:**

**Other Physical and Mental Req No.3 Frequency:**

**Other Physical & Mental Requirements:**

### Environmental Requirements

- **Drive motorized equipment:** Occasionally
- **Excessive Noise:** Never
- **Hazards:** Never
- **Outdoor:** Occasionally
- **Elevated Work:** Never
Extreme Temperature (hot or cold): Never
Indoor (Typical office environment): Constantly - Essential