

Sonoma State University (SSU) 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.

The SSU Career Center works to support and empower students to be active participants in their career development process. Our Professional Career Advisors provide comprehensive resources and advising that are holistically centered in each student's needs. A professional development and career education initiative within the Career Center, the purpose of the Male Success Initiative (MSI) is to improve the retention and graduation rates and post-graduate outcomes for male students of color by providing an integrated program focused on career, academic, leadership, and identity development. The program aims to support the success of students by leveraging community partners, employer relations, mentorship, and meaning-making.

Position Purpose: Reporting to and under general supervision of the Director, Student Success and Retention, the Career and Male Success Advisor (MSI) Advisor, is responsible for working as a team member within the Career Center and performs a wide variety of generally complex Student Services Professional work by providing comprehensive career education and advising services to students, with particular focus on Male Success Initiative student populations. This includes, but is not limited to, collaborating with students on their individualized educational pathways, creating career plans, setting goals, assisting in declaring majors/minors, and supporting students in making decisions concerning their learning experiences, academic and career goals, persistence, and plans post-graduation. The incumbent works collaboratively with other professional advisors, university staff, faculty, administrators, and coaches to support the educational experience of the students, as well as perform other activities related to career education and student success. Particular focus will be given to the Male Success Initiative (MSI) student population, which includes, but is not limited to, long-term planning and implementation of recruitment and program eligibility, addressing identified student challenges/needs, establishing plans for academic progress and career outcomes, and collaborating with campus partners to offer comprehensive professional, academic, career, leadership, and identity development programming.

Major Duties: Working relatively independently, major duties of the position include, but are not limited to, the following:

- Provide all students, including MSI students, comprehensive career advising utilizing high impact career education practices and applying holistic and proactive career coaching theories.
- Work closely with students to identify, define, develop, and assess realistic and individualized career pathways and post-graduation plans.
- Maintain accurate, clear, and consistent career advising notes within tracking processes and software.
- Assist with Career Center events and initiatives, such as career fairs and developmental programming and workshops.
- Assist all students, including MSI students, engage in their learning experiences, develop accountability for their decisions, and cultivate an understanding of how those decisions impact their success.
- Guide all students, including MSI students, through the various pathways to declare or change a major/minor.
- Evaluate MSI student needs and execute comprehensive professional, academic, career, leadership, and identity development programming.
- Work with key MSI partners to plan, implement, and assess MSI programs and services for the purposes of identifying critical needs and gaps in student support.
- Coordinate the recruitment and expansion of the MSI program with campus and community partners.
- Develop MSI program eligibility requirements, guide students toward maintaining program eligibility, and completing regular eligibility verifications.
- Recruit, hire, train, supervise, and evaluate MSI student assistants.
- Develop and lead a mentorship network connecting MSI students to MSI faculty/staff.
- Maintain current knowledge of the climate and the diversity of issues impacting career development and MSI student populations on campus and in higher education settings.
- Participate and represent MSI in various campus committees and working groups.
- Update, maintain, and create MSI records and reports for the University and the Chancellor's Office.
- Participate in university outreach, recruitment, and orientation events (e.g., Seawolf Preview Day, Decision Day, Orientation, etc.).

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 activities and events. The normal work schedule is Monday through Friday aligned with regular campus hours. 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. 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. The position may require occasional travel, by automobile and airplane, and the incumbent must be able to work some night and weekend hours with overnight stays.

Minimum Qualifications: Possession of these knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned may be preferred, but is not required. This position requires the equivalent to graduation from a four-year college or university in a related field, including upper division or graduate coursework in counseling techniques, interviewing, and conflict resolution where such are job related. A master's degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of work experience. Intermediate 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 is highly preferred.

Thorough knowledge of the principles of individual and group behavior, and the ability to articulate the purpose of Student Affairs, student success, and academic and career advising programs. General knowledge of the practices, procedures, and trends in Student Affairs, student success, and career advising programs, with demonstrated experience and knowledge of programs and resources that support the persistence and academic success of college students, particularly at-risk student populations. General knowledge of individual counseling techniques; general knowledge, or the ability to rapidly acquire such knowledge, of the organizational procedures and activities which the position is assigned.

This position also requires the following abilities:

- Analyze complex situations accurately and adopt effective courses of action.
- Determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
- Interpret and apply program rules and regulations.
- Use initiative and resourcefulness in planning work assignments.
- Advise students individually and in groups on complex student-related matters.
- Demonstrate multicultural competence through knowledge, skills, and abilities.
- Ability to be innovative and open to researching and implementing current academic advising best practices.
- Strong oral and written communication skills, including excellent customer service skills.
- Adhere to strict confidentiality requirements and ethical standards.
- Carry out a variety of professionally complex assignments without detailed instructions.
- Coordinate and prioritize multiple, competing tasks to meet project deadlines.
- Work effectively both independently and as part of a team.
- Be flexible in handling change and challenges.
- Think critically and stay focused under pressure.
- Work in a fast-paced environment.
- Develop positive interpersonal relationships with students, faculty, staff, and community members.
- Learn and effectively apply a variety of state, federal, CSU, and SSU policies and procedures.
- Independently plan work, solve problems, and use sound judgment to take action.
- Make decisions within established parameters, regulations, and guidelines; and recommend changes in procedures to address student support needs.

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.