

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:* Replacement
Internal Team:* FL-Student Academic Services - 10214
Job Code/Employee Classification:* SSP III
Job Code: **3084**
Classification Title: SSP III
MPP Job Code:
Position Number: SSP III
Position no: FL-10007467
CSU Working Title:* Educational Opportunity Program Counselor (Student Services Professional III)
Salary Range/Grade: 3084-RANGE A-Grade-1
 Minimum: \$ 5,276.00
 Maximum: \$ 7,517.00
 Pay Frequency:
Reports to Supervisor: Fredy Torres
Reports To:* Director, Educational Opportunity Program and First-Generation Student Initiatives
Position no: FL-10010261
Campus:* Fullerton
Division:* VP, Student Affairs Office
College/Program:* Student Retention
Department:* Student Academic Services - 10214
FLSA Status: Exempt
Hiring Type: Probationary
Workplace Type (Exclude Inst Fac): On-site (work in-person at business location)
Pay Plan: 12 Months
Pay Plan Months Off: N/A

POSITION DESIGNATION

Mandated Reporter:* General - The person holding this position is considered a general 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 No
Care of People (including minors) Animals and Property: No
Authority to commit financial resources: No
Access/control over cash cards and expenditure: Yes
Access/possession of master/sub-master keys: No
Access to controlled or hazardous substances: No
Access/responsibility to personal info: Yes
Control over Campus business processes: No
Responsibilities requiring license or other: No
Responsibility for use of commercial equipment: No

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: Yes

Significant responsibility for Campus Activities: Yes

Job Summary/Basic Function:*

Working under the general supervision of the Director of the Educational Opportunity Program (EOP), the EOP Counselor independently provides counseling, advising and extended information on resources and programs available to EOP students. The EOP Counselor provides a wide variety of retention, and professional activities such as workshops and special programming to ensure a successful transition into the university and progress towards students' degree objective. Works effectively with first-generation, low-income students and refers students to various campus and community-based services and resources available to this population. In addition, the EOP counselor uses a high degree of judgement, persuasiveness and imagination, to coordinate and implement student success and retention efforts. Performs considerable administrative planning to develop creative solutions, which integrate approaches across organizational lines; responsible for recognizing specific program needs, and developing approaches for possible implementations and meet these needs. Other duties as assigned.

Minimum Qualifications:*

Bachelor's degree or the equivalent from an accredited four-year college or university in a related field including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution plus three years of professional student services work in the field. A Master's degree from an accredited college or university in Counseling, Clinical Psychology, Social Work or a job-related field may be substituted for one year of professional experience. A Doctoral degree from an accredited college or university and the appropriate internship or clinical training in a relevant field may be substituted for three years of the required professional experience.

Ability to plan, develop, coordinate, supervise, and organize programs and activities. Ability to interact with a diverse student population, faculty, staff, and the public. Ability to analyze complex situations accurately and adopt effective courses of action. Ability to advise students individually and in groups on complex student-related matters. Ability to complete assignments without detailed instructions. Ability to establish and maintain cooperative working relationships with a variety of individuals. Possession of excellent verbal and written communication skills, as well as the ability to acquire knowledge of campus procedures, activities, and the overall organization.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to complete the background check satisfactorily may affect the continued employment of a current CSU employee who was conditionally offered the position.

Required Qualifications:

Preferred Qualifications:

Special Conditions:

License / Certification:

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
55	<p>Counseling: The EOP Counselor independently provide holistic counseling services to Transfer, First-Time Freshmen and continuing EOP students. In addition, the EOP counselor will provide students with basic information and guidance about university programs, provide information related to the student experience, campus related activities, and current University-based policies and procedures to a student caseload that includes freshmen to seniors. Work intentionally with first-year and continuing students, monitoring their academic progress and provide interventions as needed. Meet regularly with assigned students, for no less than three times a year; provide career and educational counseling, assess, and monitor students' academic preparation and study skills, to address and determine best approaches to solutions areas of student's academic needs that may include referrals to: University Advising for course selection, Tutoring, Career Center, CAPS, learning communities and supplemental instruction groups. The incumbent also maintains and updates student files, document all related interactions, and produce reports on student progress as required.</p>	Essential
10	<p>Peer Mentoring (PM): The EOP counselor independently coordinates and provides leadership, guidance and professional development to 2-3 assigned peer mentors/student assistants. Using a high level of judgement and creativity, the EOP Counselor will meet regularly with PM's to develop and facilitate mentoring activities related to first-time freshman students and provide professional development opportunities that foster growth to peer mentors.</p>	Essential
10	<p>Workshops and Special Events: EOP counselor use a high degree of, judgement, persuasiveness and imagination to assist in the creation, coordination and delivery of special events and workshops designed to assist EOP students and other special populations including, transfer students, Summer Bridgers, 1st-Gen Initiatives, end of the year banquet, summer bridge closing ceremony, scholarships and learning communities.</p>	Essential
10	<p>Summer Bridge: EOP Counselor assist in the coordination, planning, scheduling, and student recruitment for Summer Bridge programs including first time freshman and transfer students. The EOP Counselor will also serve as a facilitator for Bridge workshops. In addition, the EOP Counselor will provide guidance and information related to all Summer Bridge Programs and monitor participation in learning communities and supplemental instruction sessions.</p>	Essential
10	<p>Student Selection: The EOP counselor participates in the Applicant Selection Process and will review applications, interview incoming students, and make assessments and recommendations based on student responses/feedback for both special admits and regular admits in preparation for fall cohorts. In addition, the incumbent helps with the selection process of scholarships selections and awards.</p>	Essential
5	<p>Other duties as assigned.</p>	Essential

SELECTION CRITERIA

There are no items to show

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

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:	Occasionally
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Constantly

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

Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary:

The Student Academic Services Unit provides activities and services which actively support California State University, Fullerton's missions by promoting the development of the whole student - academically, intellectually, and socially. We strive to create an environment where all students have the opportunity to succeed. The department coordinates the services of several student programs, many of which give particular attention to the education needs of low income disadvantaged college students to ensure that they are able to successfully complete their college education. We seek an exceptional individual to join our team as the Educational Opportunity Program Counselor (Student Services Professional III). The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Advertisement text:

USERS AND APPROVALS

Justification for Position:

The person who served in this role resigned.

Hiring Administrator:*

Martha Enciso

Email address: maenciso@fullerton.edu

Approval process:*

FL - OLD PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Fredy Torres ✓ Approved Mar 19, 2024
2. Department Head/Associate Dean:	Martha Enciso ✓ Approved Mar 19, 2024
3. HR Classifier:	Sarah Bouzos ✓ Approved Mar 20, 2024
4. Appropriate Administrator/Dean:	Chalea Forgues ✓ Approved Mar 20, 2024
5. Position Management:	FL-HRDI PM ✓ Approved Mar 20, 2024

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu