

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-Career Center - 10044
Job Code/Employee Classification:*	SSP III <u>Job Code: 3084</u>
Classification Title:	Student Services Professional III
MPP Job Code:	N/A
Position Number:	SSP III <u>Position no: FL-10006974</u>
CSU Working Title:*	College Career Specialist, ECS (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:	Susel Robledo
Reports To:*	Associate Director, Counseling & Assessment <u>Position no: FL-10011265</u>
Campus:*	Fullerton
Division:*	VP, Student Affairs Office
College/Program:*	Student Retention
Department:*	Career Center - 10044
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:*	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:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No

Access/responsibility to personal info: No
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: No
Significant responsibility for Campus Activities: No

Job Summary/Basic Function:* Independently, advise and guide CSUF students to prepare and compete for internships, professional employment, and graduate & professional school opportunities within the College of Engineering and Computer Science (ECS). Develop, improve, and maintain relationships within the respective College via Deans, Associate Deans, Department Chairs, Faculty, and Student Organizations. Actively participate in the College-based Student Success Team with the goal of developing an integrated career and academic advising system. Develop, improve and maintain relationships with employers related to Engineering and Computer Science and Humanities and Social Sciences ultimately leading to the expansion of the quantity and quality of full-time part-time, and internship opportunities available for CSUF students. Develop, implement, and assess programs. Other duties as needed or 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:

A Master's degree in counseling, management, education, human resources, a content area related to the assignment, or related area
- Individual and group counseling skills applicable to college students
- General familiarity with job search techniques, such as creative job search strategies, interviewing skills, and resume/cover letter preparation.
- General familiarity with the graduate and professional school preparation process
- Ability to relate to a broad variety of individual's ethnicities and backgrounds
- Knowledge of methods and techniques to facilitate student outreach activities
- Ability to work independently under minimal supervision
- MBTI, Strong Interest Inventory, and Strengths

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
40	<p>Employer relations and outreach: Development, improvement, and maintenance:</p> <ul style="list-style-type: none"> -Develop and execute a comprehensive, quantifiable outreach strategy to bring in key new employers and support current employers related to the assigned College, which results in the hiring of CSUF graduates for internships and full-time opportunities. 	Essential
30	<p>Lead Student Services: Career Counseling/advisement, walk-in counseling/advisement, and workshop development and facilitation:</p> <ul style="list-style-type: none"> - Create and present relevant and effective career-related workshops and seminars to all students, student leadership groups, and classes and especially in assigned College. - Responsible for weekly walk-in advising in the Career Center and the assigned college Student Success Center. - Provide one-to-one career counseling/advisement regarding career issues and strategies, job search methods, resume preparation, internships, job placement, and related matters to all students (first year – graduate level) primarily within the respective College and other students outside of the assigned College. 	Essential
15	<p>College Liaison Relationships: Development, improvement, and maintenance; Program planning, implementation and Assessment</p> <ul style="list-style-type: none"> - Actively develop and strengthen relationships and partnerships within the assigned College, working closely with the Deans, Associate Deans, Department Chairs, staff and faculty. - Actively participate in the College Student Success Team with a goal of fully integrating personal, career, and academic goals - Exercise discretionary power to establish processes and procedures for collaboration with academic departments and/or targeted student populations. - Develop, implement, and assess programs and events appropriate to assigned College. - Develop best strategy and tactics to be used for student population within the assigned College. - Work as lead person in developing, implementing, and assessing career development programs involving collaborative arrangements with professional colleagues. - Develop and implement marketing strategies for all career development activities to maximize outreach and impact. 	Essential
10	<p>Administration and Coordination of Special Projects:</p> <ul style="list-style-type: none"> - Collaborate with Event Specialist to execute large-scale events. Serve as lead in career events that are focused towards opportunities for students in assigned College. - Coordinate and provide direction for programs, events, and projects such as: Alumni speaker panels, Titan Job Shadow, I Am First, and other special programs - Serve as a member of the Innovation Team. - Other duties as assigned. 	Essential
5	Other duties as assigned	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:	Occasionally
Crawling:	Occasionally
Decision Making:	Frequently
Keyboarding and Mousing:	Constantly
Lifting or Carrying up to 10 lbs.:	Constantly
Lifting or Carrying up to 25 lbs.:	Frequently
Lifting or Carrying up to 50 lbs.:	Occasionally
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Constantly
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Occasionally
Sitting:	Frequently
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
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:	
Outdoor:	Occasionally
Elevated Work:	

Extreme Temperature (hot or cold):

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:

It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from a variety of career disciplines that share in the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.

Advertisement text:

USERS AND APPROVALS

Justification for Position:

Department hiring range: \$5,025-\$5,500/month
Replacement of Arielle Cortez
College of Engineering and Computer Science

Hiring Administrator:*

Susel Robledo

Email address: surobledo@fullerton.edu

Approval process:*

FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Susel Robledo ✓ Approved Nov 4, 2024
2. HR Classifier:	FL-HRDI Classifier ✓ Approved Nov 6, 2024
3. Appropriate Administrator/Dean:	Jennifer Mojarro ✓ Approved Nov 6, 2024

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu