



POSITION DESCRIPTION

Department:	Dean of Students
Classification Title:	Student Services Professional III
Working Title:	Guardian Scholars Coordinator
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

The mission of the Dean of Students (DOS) Office is to serve as a resource for helping students resolve university-related issues and concerns and advance to degree. We are committed to supporting the academic success of students by fostering the development of integrity and problem-solving skills; teaching self-advocacy and personal responsibility; and providing students with opportunities to learn and practice the fundamental principles of good citizenship, responsible leadership, and the importance of diversity in a global society.

Under the general direction of the Senior Associate Dean of Students, the Guardian Scholars Program Coordinator is responsible for overseeing the development, implementation, and management of the Guardian Scholars Program, which supports former and current foster youth attending Cal Poly. The Coordinator plays a key role in recommending and executing policies and procedures to enhance program delivery, while actively collaborating with campus and community partners to ensure students have full access to the resources and benefits available to them.

This role involves designing and coordinating events and services tailored to meet the unique needs of former and current foster youth, overseeing day-to-day program operations, and conducting assessments to evaluate program impact and set priorities. Additionally, the Coordinator supervises student assistants and provides training and guidance to students, faculty, and staff on challenges faced by former and current foster youth.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
1. Provide ongoing development and day-to-day coordination of the Guardian Scholars Program.		
2. Recommend and execute policies and procedures related to the delivery of programs and services.		
3. Recommend and provide sound fiscal management skills to support budgetary allocations and expenditures. Provide annual budget projections.		
4. Recruit, evaluate, and train undergraduate and graduate student staff. Establish work requirements and schedules and support student assistants to sustain educational events and programs that serve a diverse student population.		
5. Represent the campus and/or the system at programs that connect to other foster youth programs at community colleges, local community events, and conferences.		
6. Function as a liaison to various departments on campus to ensure needs of former and current foster youth are met, including Financial Aid Office, Student Accounts, University		

Housing, Disability Resource Center, Counseling Services, and other departments as needed.

7. Conduct ongoing program assessment and report on data and outcomes. Analyze and report on trends affecting the foster youth community.
8. Analyze data on student learning outcomes; plan and develop yearly evaluation of learning outcomes; analyze the impact of programs and program changes.
9. Act as staff advisor to Foster Youth Club.
10. Build and sustain successful relationships with students, academic affairs, student affairs, and community members.
11. Develop, coordinate and maintain a quarterly Foster Youth Advisory Council.
12. Maintain and provide former and current foster youth training to campus and community partners.
13. Develop and coordinate events and outreach activities for former and current foster youth.
14. Coordinate marketing, outreach, and fundraising efforts.
15. Assist with potential grant writing opportunities for growth.
16. Provide oversight for aspects of the website, including updating and maintaining the website content. Design marketing materials, publications, and social media content to promote the Guardian Scholars Program.
17. Provide guidance to former and current foster youth facing challenges or barriers in transitioning to campus life or navigating campus resources.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Assist with office administrative tasks as needed.
3. Serve on committees as requested by the Associate Dean of Students.
4. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

Required Education, Experience, and Credentials

Education and Experience:

- Equivalent to graduation from a 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. Three years of progressively responsible professional student services work experience.
- A Master's Degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience. A Doctoral Degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

1. General knowledge of individual counseling techniques.
2. Strong interpersonal and communication skills (oral and written) with demonstrated ability and commitment to work effectively and maintain cooperative working relationships with a wide range of constituencies in a diverse community. Excellent customer service and public relations skills including a very high level of diplomacy and professionalism.
3. Ability to advise students individually and in groups on varied and complex matters.

4. Ability to determine the appropriate course of action and proper techniques to utilize while engaged with individuals and groups in personal interactions of an argumentative or sensitive nature.
5. Ability to analyze complex situations accurately and adopt effective courses of action.
6. Thorough knowledge of the principles of individual and group behavior.
7. Knowledge of research and interview techniques, including the ability to obtain factual and interpretive information through interviews.
8. Ability to 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.
9. Thorough knowledge of the policies, procedures, and practices of the program to which assigned or the ability to quickly acquire such knowledge and the ability to interpret, communicate and apply such policies and procedures.
10. General knowledge of the principles, practices and trends of the Student Services field as well as working knowledge of the policies, practices, and activities of Student Services programs outside the program to which immediately assigned. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
11. Ability to carry out professionally complex assignments without detailed instruction.
12. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Ability to draft and compose correspondence and professional reports.
13. Thorough knowledge of English grammar, spelling and punctuation.
14. Ability to speak publicly in large groups.
15. Ability to use initiative and resourcefulness in planning work assignment and implementing long-range program improvements.
16. Ability to effectively lead and provide work direction to others.
17. Ability to collect, compile, analyze and evaluate data and make verbal or written presentations based on these data.
18. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
19. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
20. Demonstrated ability to maintain a high degree of confidentiality.
21. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
22. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

Preferred Skills and Experience

- Master's Degree in a related field (social work, higher education, counseling, public health, psychology) or Licensed Clinical Social Worker (LCSW).
- Three years of case management experience.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience with a community non-profit or social services agency.
- Ability to speak conversational Spanish.
- Demonstrated skills in marketing and development.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a '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 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: SSP III
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 3084/1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R04
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/A
<input type="checkbox"/> COI Position		Classifier Initials: LD
Recruitment Number: _____		Date: 10/1/24