

Transfer Student Support Coordinator (Student Services Professional II)

PD No.:PD-7962

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-Dean EDUC - 10076
Job Code/Employee Classification:*	SSP II <u>Job Code: 3082</u>
Classification Title:	SSP II
MPP Job Code:	
Position Number:	SSP II <u>Position no: FL-10005162</u>
CSU Working Title:*	Transfer Student Support Coordinator (Student Services Professional II)
Salary Range/Grade:	3082-RANGE A-Grade-1 Minimum: \$ 4,841.00 Maximum: \$ 6,884.00 Pay Frequency:
Reports to Supervisor:	Heather Terry
Reports To:*	Director, Center for Careers in Teaching & Student Success <u>Position no: FL-10010138</u>
Campus:*	Fullerton
Division:*	VP, Academic Affairs
College/Program:*	College of Education
Department:*	Ctr Careers in Teaching - 10045
FLSA Status:	Exempt
Hiring Type:	Probationary
Workplace Type (Exclude Inst Fac):	Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
Pay Plan:	12 Months
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:	<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: 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: No
Significant responsibility for Campus Activities: No
Job Summary/Basic Function:*

Under the general supervision of the Director of the Center for Careers in Teaching (CCT), provides advisement and support to prospective students interested in becoming a teacher in California, including a focus on underrepresented student populations in teacher preparation. Establishes and maintains regular contact and collaborative relationships with counselors, advisors, and faculty on campus and at regional community colleges. Represents the Center for Careers in Teaching at recruitment, yield, and retention activities - both off-site and on campus. Coordinates scheduling of recruitment and advisement activities at regional community college campuses. Coordinate annual Community College Counselor conference to support advising of future teachers at the community colleges. Utilizes university and department policies and procedures to assist students with the selection of classes, progress toward degree and preparation for a teacher preparation program. Maintains database of potential future teachers and develops programming to support students. Provides quarterly progress and summary reports of student recruitment and success activities. Supports the development and execution of strategic recruitment and retention goals in support of the overall College of Education strategic plan. Recruitment and retention efforts must aim to diversify teacher preparation programs to reflect the populations served in our region and beyond. One of the focus areas will be on the CSU Chancellor's office Initiative focused on Black student success. Provide support for all programs sponsored by the CCT and the College of Education Student Success Team. Maintains the Center's database, website, social media and promotional materials applicable to Community Colleges. Participates in applicable meetings, committees, and training. Other duties as assigned.

Minimum Qualifications:*

Bachelor's degree or the equivalent from an accredited four-year college or university in one of the behavioral sciences, public administration, business administration or a job-related field and two years of professional experience in one of the student services program areas or a related field. A Master's degree in a job-related field may be substituted for one year of professional experience. Additional specialized and relevant experience may be substituted for the required education on a year-for-year basis.

General knowledge of the methods and problems of organizational management, research, and interview techniques. Ability to interpret and apply program rules and regulations, obtain factual and interpretative information through interviews, and advise students individually and in groups on complex student-related matters. Ability to reason logically and use initiative in planning work assignments and in implementing long-range program improvements. 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 establish and maintain cooperative working relationships with a variety of individuals. Excellent verbal and written communication skills, as well as the ability to acquire knowledge of campus procedures, activities, and of the overall organization.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Required Qualifications:

Preferred Qualifications:

Knowledge of CSU general education and graduation requirements. Knowledge of and familiarity with CMS/People Soft and transfer articulation agreements. Knowledge of and familiarity with contents of university catalog and other publications pertaining to transfer patterns and admission to the teacher credential programs. Experience developing and implementing programs to support student success. Familiarity with computer software programs to track student success. Previous experience promoting teacher preparation programs and working with community colleges. Ability to compile, collect, and analyze data for program review and annual reports. Excellent public speaking skills. Demonstrated success in programming focused on African American / Black students' retention and recruitment.

Special Conditions:

Ability to lift and carry program materials (up to 50 pounds) with or without accommodation.

License / Certification:

A valid California Driver's License and/or a reliable means of transportation for all local travel.

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40%	<p>Student Advising and Support - Provides academic planning and advisement to students interested in a career in teaching. Advisement to include transcript evaluation, admissions requirements, application processes, general education, major, career and teacher preparation program requirements. Utilizes university and department policies and procedures to assist students with progress toward degree and preparation for a teacher preparation program. Advisement to be conducted in the CCT and regional community colleges. Interpret requirements and course articulations available through the statewide articulation database (ASSIST) and advise students accordingly. Advise community college students on course selection and assist them in developing study plans and timelines toward admission to Cal State Fullerton and teacher preparation programs.</p>	Essential
30%	<p>Student Recruitment & Retention Efforts - In collaboration with regional community college counselors and faculty as well as campus partners, present informational workshops about pathways to teacher preparation. Provides community college counselors, faculty and students with general information about teacher preparation requirements and referrals to appropriate resources and services. Special emphasis should be on recruiting African American/Black Student as part of the CSU Chancellor's office initiative on Black student success. Maintain regular contact and promote collaborative relationships between faculty on campus and at regional community colleges to enhance outreach efforts and provide support to prospective students interested in a career in teaching, including a focus on underrepresented student populations in teacher preparation. Assist in the development of advising and marketing materials, which includes social media for community colleges counselors and students. Provides periodic progress and summary reports of student recruitment and success activities. Supports the development and execution of strategic recruitment and retention goals in support of the overall College of Education strategic plan.</p>	Essential
25%	<p>Program Coordination and Support - Maintains database of potential future teachers and develops programming to support students based on data collected. Maintains the currency of the database used to track student success initiatives. Develop and write program documents and produce reports. Update website and printed materials and resources developed for use by the campus, community colleges counselors and prospective students. Promote teacher preparation programs and assist with special events, e.g., Transfer Fairs, Fall in Love with Fullerton and Experience CSUF Day, Orientation, etc. Participate in appropriate Center and College of Education meetings and events which includes Ed Week and Commencement. Coordinate annual Community College Counselor conference to support advising of future teachers at the community colleges. Collaborate with community college partner for bi-annual RTEC meetings. Provide support for programs sponsored by the CCT and the College of Education.</p>	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**

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

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Occasionally
Concentrating:	Frequently - Essential
Crawling:	Occasionally
Decision Making:	Frequently
Keyboarding and Mousing:	Frequently - Essential
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.:	Occasionally
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Occasionally - Essential
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Occasionally
Sitting:	Frequently - Essential
Standing:	Occasionally - Essential
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally - Essential

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 - Essential
Excessive Noise:	Occasionally
Hazards:	Occasionally
Outdoor:	Occasionally
Elevated Work:	Occasionally

Extreme Temperature (hot or cold): Occasionally
Indoor (Typical office environment): Frequently

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 College of Education is committed to preparing high quality educators and leaders who engage in research based instruction and reflective practice, meet ethical and professional standards, participate in innovative collaborative endeavors, are committed to lifelong learning, are dedicated to making the world a better place through education, and whose actions reflect valuing diversity.

Advertisement text:

USERS AND APPROVALS

Justification for Position: Replacement for incumbent Jennifer Robles, Empl ID: 100017814, who was our former Transfer Student Support Coordinator.

Hiring Administrator:* Anthony Tellez
 Email address: atellez@fullerton.edu

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

1. MPP Supervisor/Associate Dean:	Heather Terry ✔ Approved Aug 27, 2024
2. HR Classifier:	Tammy Dietzel ✔ Approved Sep 6, 2024
3. Appropriate Administrator/Dean:	Lisa Kirtman ✔ Approved Sep 6, 2024
4. Position Management:	FL-HRDI PM ✔ Approved Sep 6, 2024

HR/Faculty Affairs Representative:* FL-HRDI Classifier
 Email address: hrrecruitment@fullerton.edu