

Sonoma State University 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, equity, 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.

Position Purpose: Reporting to and under general supervision of the Director of K16 Collaborative (Director), the K16 Collaborative Pathway Advisor performs moderately complex professional student service work in support of Local Education Agencies (LEAs) in Lake and/or Mendocino Counties. The K16 Collaborative Pathway Advisor supports the K-16 initiative grant objectives that prepare middle and high school students to succeed in both secondary and post-secondary education while learning employability skills. The incumbent supports collaboration between stakeholders in the K16 system to ensure sequential courses align with regional post-secondary pathways, facilitate the use of data to identify existing pathways and gaps among K12 and community colleges, with a focus on education and healthcare pathways.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Provides academic support services to the K12, community college, university, and workforce partners when working with students and families for the purpose of enhancing career readiness activities.
- Supports Asset Mapping workshops with schools, districts, community based organizations, and workforce partners to establish a baseline of preparedness and willingness of schools to embark on pathway development.
- Works with school staff in support of health occupation and education career pathways, clubs and dual enrollment classes.
- Partners with K16 colleagues on workshops through the lens of career exploration and pathway completion.
- Supports school counselors with academic advising, financial aid information, and career exploration.
- Introduces school and district administrators to the California Cradle-to-Career System's suite of tools, the California College Guidance Initiative, through outreach, meetings, and training.
- Supports the delivery of Diversity, Equity, Inclusion and Belonging (DEIB) training in partnership with schools, teachers, and district administrators. Works with counseling staff to address sensitive and complex issues that may arise as a result of this DEIB work.
- Supports students in obtaining A-G course requirements and Career and Technical Education (CTE) opportunities.
- Participates in day-long or overnight field trips to post-secondary campuses and schedules guest speakers who work in Education and Healthcare on the K-12 campuses.
- Assists with school sponsored activities such as Financial Aid Night, Back to School Night, College Fair, and other relevant community outreach events.
- Assists with promotion of and execution of programs within the Redwood Coast Region, including Mendocino College, College of the Redwoods, Cal Poly Humboldt, UC Davis, and Sonoma State University.
- Recommends solutions to problems and changes in program procedures.
- Attends assigned staff, department, and school site meetings.
- Attends relevant national, regional, and local professional development conferences, workshops, and seminars as needed.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in an assigned territory in the Redwood Coast Region within a school setting of partner LEAs, however additional duties may be performed in various locations on the Sonoma State University campus, as well as to sites in the K-16 Collaborative, including working both indoors and outdoors to support and participate in university activities and events. 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. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. 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 overnight stay to travel to trainings and meetings off campus.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20, lbs in weight.

Minimum Qualifications: This position requires the equivalent of graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. Possession of these knowledge and abilities is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. Experience working with ethnically and culturally diverse students, as well as first generation, low income, and other underrepresented potential college students highly preferred. Experience with public speaking and classroom management is preferred. Intermediate proficiency with computers and Microsoft Office (Word, Excel) required. Knowledge of Google Suite, Canvas, Camtasia, Adobe products, multimedia, web design, and virtual instruction platforms, including video technologies and PeopleSoft preferred. Bilingual fluency (English/Spanish) is preferred.

This position also requires the following knowledge and abilities:

- Working knowledge of the practices, procedures and activities of the K-16 initiative grant objectives;
- General knowledge of the methods and problems of organizational and program management;
- Ability to interpret and apply program rules and regulations;
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements;
- Ability to obtain factual and interpretive information through interviews;
- Ability to advise students individually and in groups on routine matters where required;
- Ability to recognize multicultural, multisexed and multi-aged value systems and work accordingly;
- Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas.
- Ability to work as a team member and collaborate with others to achieve required results;
- Ability to communicate through verbal and written means with individuals, small groups, and in front of large audiences.

The incumbent must be able to provide outstanding customer service to students, staff, faculty, and visitors while working in a professional, fast-paced environment. Must have strong organizational and attention to detail skills. 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.