Program Service Specialist, #UAS1415
Cal-SOAP

Salary: $2872 - $3513/month; non-exempt classification.

Work Schedule: Full-time, Monday – Friday, hours to be arranged; non-exempt classification. Some in-state travel is required; evenings and weekend work may be required.

Essential Job Functions: Under general supervision of the Director, the incumbent will perform traditional outreach activities which may include supplementary information dissemination and coordination of pre-academic developmental programs. The incumbent will achieve the desired outcomes by employing a number of different pre-college outreach strategies depending on the recruitment cycle and the workload needs of the unit. Incumbent will train and supervise the program service assistants; conduct pre-college outreach activities at K-12 schools and transfer support at community colleges; provide awareness of college related information to students and parents; assist in overseeing the dissemination, review and awarding of Cal-SOAP scholarships, and oversee the coordination and implementation of the Cal-SOAP Scholarship banquet; provide pre-admission college counseling to students and parents; develop, coordinate and implement Cal-SOAP events at schools and other community locations; and perform other duties as assigned.

Required Qualifications and Experience: Equivalent to graduation from an accredited four year college or university in one of the behavioral sciences, public or business administration or a job-related field. Incumbent must have the ability to interpret and apply program rules and regulations; supervise and train staff; lead or assist in the promotion, dissemination and obtaining scholarship applications, processing and awarding the Cal-SOAP scholarship; advice and support students in their efforts in going to college; coordinate and execute events that meet the goals of the program; and ability and/or interest in working in a multicultural/multiethnic environment. Incumbent must have thorough understanding of outreach techniques and ability to communicate with individuals from all level and backgrounds; and thorough knowledge and understanding post-secondary institutions and K-12 schools/districts. Fingerprinting will be taken and checked by the California Department of Justice and FBI.

Desired Qualifications: Working knowledge of the practices, procedures and activities of Ca-SOAP. Bilingual English/Spanish – written and oral.

http://web.calstatela.edu/univ/uas/doc/forms/humanresources/employment_application.pdf

Review of applications/resumes will begin on August 15, 2014 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed Employment Application is required along with attachments noted above.

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State L.A. University Auxiliary Services, Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032 - 8534.
UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.