

WORKING TITLE	Educational Coach
PAYROLL CLASSIFICATION	Extended Education Specialist II (E2222)
DEPARTMENT	Upward Bound Programs
STATUS	Full-time, Benefitted, Exempt
POSTING DATE	12/18/2024
POSITION NUMBER	2688

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- x Provide direct, frequent, and ongoing services (academic, advising, cognitive development) to the assigned caseload of participants during the academic year as well as summer component. This caseload will be approximately 60 - 100 Upward Bound participants from local high schools.
- x Responsible for overseeing responsible for (si)-0.8tnelol1

## EDUCATION, SKILLS AND ABILITIES

- x Minimum of a Bachelor's degree required. Master's degree preferred in Education, or other related field.
- x Minimum (4) four years of advising experience with strong experience working with economically disadvantaged, first generation to college students, and/or students with disabilities.
- x Direct experience with TRIO programs and overcoming personal obstacles will receive stronger consideration.
- x Demonstrated knowledge of holistic academic support services; development of individualized service plans; financial aid and literacy and retention programs.
- x Strong emphasis on task management based, strengths based, and non-cognitive proactive advising techniques.
- x Knowledge of college admissions, financial aid and scholarship preferred.
- x Technical ability to learn and build online courses in learning management systems like Google Classroom, Khan Academy, etc.

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**FILING DEADLINE:** Open until filled

**NOTE:** In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

## APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- x By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- x By Email: [FNDHR@CSULB.EDU](mailto:FNDHR@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be