Position: Academic Advisor

DEPARTMENT: The ASPIRE (SSS) Program

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: February 12, 2018

CLOSING DATE: Open Until Filled

SALARY: $50,000–$55,000, DOQ/E
Fulltime (Salary)
Excellent Benefits

STATUS: Exempt. Position is contingent on receipt of grant and is renewable each year, dependent on funding.

GENERAL NATURE OF POSITION:

The ASPIRE program provides a broad array of services related to academic, financial, career and personal support to help participants acclimate, thrive, and succeed at San Jose State University. We are seeking an ASPIRE Academic Advisor to direct, coordinate and evaluate a wide range of services, special programs, academic programs and extra-curricular activities and assume other duties as assigned.

The ASPIRE (SSS) Academic Advisor is responsible for providing primary program development and advising to students who are from low-income backgrounds and/or first-generation college students and/or students with disabilities. The ASPIRE Academic Advisor is responsible for advising students across several areas including academic requirements and course scheduling in coordination with their field of study. Working closely with the ASPIRE Project Director, the Advisor will support project implementation through recruitment and enrollment of eligible student participants; develop and deliver program services through events, programs, and sessions; contribute to reportage and grant compliance; and help manage day-to-day program activities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

   a) Provide individual academic, career exploration, registration, and educational advisement to ASPIRE participants.

   b) Maintain a caseload of students and monitor their academic success.

   c) Maintain individual files and Educational Action Plans of ASPIRE participants.

   d) Conduct group, individual instruction and advisement sessions relating to but not limited to financial aid application and education or counseling services designated to improve financial and economic literacy and other academic success skills.

   e) Develop and refine methods for continuous monitoring and adequate follow-up of student progress.

   f) Update and maintain effective program website for students, parents and community use.

   g) Maintain timely and accurate records including contact logs, case notes, and files. Assist with data management, surveys, and program evaluation.

   h) Ensure that all guidelines regarding the ASPIRE program and student eligibility are met.
i) Provide information and referrals to program participants regarding appropriate student programs, college departments, or community resources.

j) Support new student registration sessions, new student orientations, and workshops for students and the campus community to disseminate information regarding the ASPIRE program.

k) Assumes component and program-wide responsibilities as assigned and assists and reports to Director regarding program objectives.

l) Performs other duties, as assigned

INTERPERSONAL CONTACTS:
Reports to the Project Director
Interacts daily with faculty, staff, and students of SJSU as well as San Jose State Research Foundation employees

QUALIFICATIONS:
1) Education and Experience
   a) Master’s degree in Counseling, Education, Social Work or related field required.
   b) 1 year of experience in TRIO programs is preferred.
   c) 1 or more years of experience in academic advising with the target population (first generation, financially disadvantaged, and/or disabled students is preferred.
   d) 1 year of experience working effectively with individuals from diverse academic, socioeconomic, cultural, and ethnic backgrounds is required.

2) Knowledge, Skills and Abilities required
   a) Demonstrated initiative in planning, organizing, and coordinating implementation of multiple activities.
   b) The ability to establish an effective rapport with students, faculty and staff, as well as industry and community representatives.
   c) Good organizational skills, with special attention to details.
   d) Ability to document program services and activities and generate written reports.
   e) Evidence of strong leadership, analytical, organizational, and planning skills.

3) Physical Requirement
   a) Must be able to operate office equipment.
   b) Must be able to carry, lift, push, and pull materials and objects of up to 25 lbs. occasionally.

4) Complexity of Duties
   a) Works with minimal direction on all assigned projects.
   b) Exercises independent judgment in developing effective resources and caseload management.
   c) Works independently in maintaining both electronic and hard copy records on participants.
   d) Works in conjunction with campus community and departments to build rapport and enhance program.

SUPERVISORY RESPONSIBILITIES: Supervises peer advisors and clerical assistants when assigned to assist them.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.
APPLICATION PROCEDURE
To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at

It may also be obtained from the Research Foundation through its web site at

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code ASPIRE
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

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