Position: Program Assistant/Peer Advisor

DEPARTMENT: The ASPIRE (Student Support Services) Program

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: July 14, 2021

CLOSING DATE: Open Until Filled

SALARY: $23.00 – 25.00 per hour DOQ/E

EXEMPT STATUS: Part-time, Non-Exempt (hourly), Benefited. Position is contingent on receipt of grant and is renewable each year, dependent upon 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 José State University. We are seeking an ASPIRE peer 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 Student Support Services (SSS) peer advisor is responsible for providing primary program development and for advising students who are from low-income backgrounds, students who are first-generation college students, and students with disabilities. The ASPIRE peer 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 peer 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

1. Assist with front desk duties such as greeting students and visitors in a professional manner by phone, online, and in-person.

2. Assist with general questions about the ASPIRE program and the McNair Scholars Program, take accurate and complete messages, or direct questions to the appropriate staff member for assistance.

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

4. Maintain a caseload of students and monitor their academic success.
5. Maintain individual files and Educational Action Plans of ASPIRE participants.

6. Assists with 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.

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

8. Ensure that all guidelines regarding the ASPIRE program and student eligibility are met.

9. Provide information and referrals to program participants regarding appropriate student programs, college departments, or community resources.

10. Assist with the support of new student registration sessions, new student orientations, and workshops for students and the campus community to disseminate information regarding the ASPIRE program.

11. Assume component and program-wide responsibilities as assigned and assists and reports to director regarding program objectives.

12. Perform other duties, as assigned.

INTERPERSONAL CONTACTS
• Reports to the program director.
• Interacts regularly with faculty, department chairs, and students.

SUPERVisory RESPONSIBILITIES
May be asked to supervise student assistant and clerical assistants when assigned to assist them.

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

Knowledge, Skills, Abilities Required
• Excellent written and oral communication skills; solid presentation skills.
• Demonstrated initiative in planning, organizing, and coordinating implementation of multiple activities.
• Ability to establish and maintain effective and productive working relationships with university faculty, staff, and administrators, as well as industry and community representatives.
• Excellent computer skills and strong familiarity with Internet resources.
• Ability to document program services and activities and generate written reports.
• Evidence of strong leadership, analytical, organizational, and planning skills.

Physical Requirements
• Must be able to operate office equipment.
• Must be able to carry, lift, push, and pull materials and objects of up to 25 lbs. occasionally.

Complexity of Duties
• Works with minimal direction on all assigned projects.
• Exercises independent judgment in developing effective resources and curriculum.
• Works independently in maintaining both electronic and hard copy records on participants.
• Works in conjunction with faculty in designing research projects for participants.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Additionally, 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.

BENEFITS
SJSURF provides excellent benefits package to benefited employees. The comprehensive benefit package includes:
  a) Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
  b) Employer paid dental and vision for both employee and eligible dependents.
  c) Life, AD&D, LTD with supplemental coverage opportunities.
  d) 13 paid federal & state holidays.
  e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
  f) Vacation hours accruals and separate sick hours accumulations.
  g) Employee discounts.
  h) Paid training and professional development conferences.

Please visit the Benefits & Compensation page on the SJSU Research Foundation website for more detailed information.
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 email. The formal employment application is located on the SJSURF website on the Forms page. Due to the COVID-19 health crisis, all candidates must submit their application materials to foundation-jobs@sjsu.edu.

Please address your formal application, your resume, and your letter of interest directly to:

San José State University Research Foundation  
Attn: HR/Job Code: PGRM ASST PA  
E-mail: Foundation-jobs@sjsu.edu

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.

REASONABLE ACCOMMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring, and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number, and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

ABOUT THE SJSU RESEARCH FOUNDATION

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

SJSURF is a non-profit auxiliary of San José 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.

SJSURF 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.