<table>
<thead>
<tr>
<th>Position Title:</th>
<th>EAP and Early High School Admissions Counselor</th>
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</thead>
<tbody>
<tr>
<td>Job Bulletin Number:</td>
<td>103312</td>
</tr>
<tr>
<td>Classification:</td>
<td>Student Services Professional III</td>
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<tr>
<td>Department:</td>
<td>Admissions Office</td>
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<tr>
<td>Full/Part-time:</td>
<td>Full-time</td>
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<tr>
<td>Employment Type:</td>
<td>Probationary/Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>4, APC</td>
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<tr>
<td>Pay Plan:</td>
<td>12 month</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$4,691 – $6,683 per month. Hiring salary range budgeted at $4,691 - $5,000 per month commensurate with education and experience.</td>
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<tr>
<td>Benefits:</td>
<td>Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our <a href="#">benefits website</a> for additional information.</td>
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<tr>
<td>Pre-Employment Conditions:</td>
<td>Background including DMV records check and fingerprinting</td>
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<tr>
<td>Closing Date:</td>
<td>Open until filled. A review of applications will begin Tuesday, November 2, 2021 and the review period may end at any time thereafter.</td>
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**POSITION SUMMARY:** The Counselor position includes two components: 1) Responsibilities associated with the Early Assessment Program (EAP) and 2) High School Admission Counselor.

The EAP component of the position is responsible for collaborating with unified school districts and schools to coordinate regional academic preparation outreach efforts throughout Napa and Solano Counties. This involves development, implementation and organization of college preparatory programs, events and opportunities supporting California’s public secondary school students preparing to enter public college/universities.

The early outreach component of this position involves nurturing relationships with high school instructors for the purpose of being able to engage with their students and attending college fairs and conducting in-classroom presentations in high schools to provide information about Cal Maritime’s academic programs and promote enrollment in the Academy.
HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:
Early Assessment Program
- Establish and maintain collaborative partnerships with regional public school districts and local school sites to facilitate implementation of CSU EAP/academic preparation programming, policies and procedures.
- Represent the regional EAP at meetings with the CSU Office of Academic Success and Inclusive Excellence and the Centers for the Advancement of Reading/Writing and of instruction in Quantitative Reasoning.
- Deliver EAP/academic preparation classroom presentations, offer individual and group school advising, and schedule attendance at community events (e.g., college fairs, parent nights) at local school sites.
- Lead CSU Expository Reading and Writing Course and CSU Mathematical Reasoning With Connections professional learning seminars, and ensure course adoption via UC A-G Course Management Portal.
- Prepare annual reports of the California Assessment for Student Performance and Progress (CAAPP) Smarter Balanced Summative Assessments (SB) for unified school districts and local school sites.
- Support and inform the Office of Admissions, Office of the Registrar, and relevant campus leadership regarding ongoing updates to approved multiple measures and academic preparation policies.
- Design promotional materials (including print publications and web resources) and communication pieces to engage and inform students and educator of EAP/academic preparation options.
- Recruit train, schedule, and evaluate EAP ambassadors, schedule individual and group trainings, providing insights into best practices, duties and expectations, and program operations.
- Report regional EAP/academic preparation outreach and program activities and specific departmental statistical data and local statistics to the CSU Office of the Chancellor.
- Monitor the EAP operating budget to ensure appropriate expenditures; create annual report of departmental expenditures for review by the CSU Office of the Chancellor.

Admissions
- Be knowledgeable about the Cal Maritime admission requirements and processes and able to communicate information regarding these in a professional and courteous manner.
- Collaborate with the Admissions Officer to ensure accurate and timely responses to inquiries from prospective students through email, phone, or in-person.
- Serve as primary contact person to college counselors in the Bay Area with whom the incumbent would nurture partnerships to build a pipeline of first-time college applicants to Cal Maritime.
- Conduct presentations to students at assigned schools or events on an as-needed basis.
- Assist in the planning and execution of Preview Days and Admitted Student Days, in-person or virtually.
- Assist in sending out electronic invitations to prospective guests, coordinating attendance of campus participants and arranging event logistics.
- Be able to coordinate with the Admissions Team through virtual meetings and the utilization of documents located in a shared file.

REQUIRED QUALIFICATIONS:
Experience: Possession of the knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. A master’s degree in a job-related field may be substituted for one year of the professional experience.
A master’s degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

**Education:**
Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution where such are job-related.

- Ability to analyze complex situations accurately and adopt effective courses of action
- Ability to speak to individuals and large groups, presenting information on admissions, financial aid, Cal Maritime, and the CSU
- Ability to quickly acquire a general knowledge of Cal Maritime and CSU/Cal Maritime enrollment requirements, policies, and procedures, as well as general knowledge about financial aid processes and procedures
- Ability to interpret and apply enrollment policies and procedures
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas.
- Ability to work independently and effectively, and carry-out assignments without detailed instructions
- Ability to interact professionally and effectively, individually or in group settings, with prospective students and their family members, school/college counselors, and colleagues
- Ability to understand, embrace, and communicate Cal Maritime marketing messages

**OTHER:** Must have a valid California Driver’s License, insurable driving record, and access to a personal vehicle to perform duties of the position

**PREFERRED QUALIFICATIONS:**
- 1 year of experience in a college/university setting in outreach and recruiting preferred
- 1 year of experience in the use of social media platforms for marketing purposes
- First-hand knowledge of Cal Maritime’s educational experience preferred
- Ability and willingness to work with diverse populations
- Ability to identify and analyze organizational and operating problems and implement appropriate responses
- Strong organizational skills and ability to plan, coordinate, and initiate actions necessary to implement administrative or group decisions or recommendations
- Ability to meet tight deadlines and submit all required paperwork according to office deadlines, including reimbursement forms for travel
- Ability to learn and use various technologies, including PeopleSoft, a relationship management system, web content system, virtual meeting platforms, and MS Office applications

**SPECIAL CONDITIONS:**

**PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:**
- Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.
- Drives motorized equipment.

**HOURS of WORK/TRAVEL:** May travel outside normal business hours for training and events.

**BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check, DMV records check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the
candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

**MANDATED REPORTER:** The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

**DESIGNATED POSITION:** This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**TITLE IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

**EEO STATEMENT:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.