

## EMPLOYMENT OPPORTUNITY

**POSITION: PROJECT REBOUND COORDINATOR**  
**(Classified As: STUDENT SERVICES PROFESSIONAL IV)**

**JOB #18/66**

Full-time position available on or after April 1, 2019 in the Office of the Provost.

**ESSENTIAL DUTIES:** Under general supervision by the Provost/Vice President for Academic Affairs, the incumbent will help students who have spent time in jail or prison to earn college degrees, drastically reducing the likelihood they will return to incarceration. The incumbent will act as a liaison, develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments at both California State University Stanislaus and Modesto Junior College along with other local community colleges, as well as with key stakeholders and partners in external communities. Duties include but are not limited to:

- Conduct outreach and implement informational workshops for prospective Project Rebound students (who would be attending Stan State and/or Modesto Junior College in local correctional facilities as well as in community-based settings that serve the reentering population). Must travel to off-campus sites on a regular basis.
- Provide individualized pre-enrollment services to prospective Project Rebound students at both Stan State and/or MJC (e.g., academic assessment, financial aid advising) to help them prepare for admission to either university/college.
- Connect enrolled Project Rebound students to financial aid services to help them obtain funding.
- Maintain regular contact with enrolled and prospective Project Rebound students (including currently incarcerated individuals) in order to provide counsel, experience-based advice, and additional individualized support as needed to help students apply, matriculate, and graduate from either MJC/Stan State or both.
- Develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on both campuses, other local community colleges, and key stakeholders and partners in the community that promote the success of Project Rebound.
- Liaise as needed with counterparts at other CSU Project Rebound as well as the Director of the CSU Project Rebound consortium at SF State.
- Coordinate orientations and workshops for current and prospective Project Rebound students at both campuses.
- Seek to foster collegiality and mentorship amongst Project Rebound students and between Project Rebound students and the broader student population at Stan State and MJC. Work intentionally to help integrate formerly incarcerated students into the broader student body.
- Design and produce promotional and informational literature for the program at Stan State and MJC.
- Manage paid staff and student volunteers/interns assisting with Project Rebound, in conjunction with the Provost/Vice President for Academic Affairs.
- Oversee purchases for the program, preparing and submitting all requisitions for contracts and purchase orders.
- Manage accounts, providing regular budget reports to the Provost/Vice President for Academic Affairs. Prepare and submit regular reports as required.
- Meet with the MJC/Stan State Project Rebound advisory board as needed and/or requested.
- Update referral lists and extend network of support for continuing students and students recently released from custody.
- Communicate with parole and probation on behalf of current, graduated, and prospective students when necessary (both adults and juveniles). Director will selectively produce letters of support to the Board of Parole Terms, potential employers, and academic programs.
- Develop and maintain strong records and statistical data regarding outreach, applications, admissions, retention, nature of program participation, and graduation rates, as a means of evaluating the program and articulating the expansion of services available to clients. Liaise with Stan State's Offices of Strategic Planning, Enrollment Management and Innovation (SPEMI) and Institutional Research Board (IRB) as well as the Office of Institutional Research at Modesto Junior College in regards to data collection and analysis.
- Stay knowledgeable in regards to new laws and policies pertaining to incarceration, reentry, and financial aid that may impact Project Rebound students. Attend trainings and conferences as needed. Other duties or projects as assigned.

### MINIMUM QUALIFICATIONS:

- **Education:** Equivalent to graduation from a four-year college or university in a related field plus upper division or graduate course work in counseling techniques, interviewing and conflict resolution where such are job related.
- **Experience:** Equivalent to four years of progressively responsible professional student services work, which includes experience in advising students individually and in groups, and in analysis and resolution of complex student services problems. A master's degree in Counseling, Clinical Psychology, Social Work, or a job-related field may be substituted for one year of professional experience. A doctorate degree and the appropriate internship or clinical training in counseling, guidance or a job-related field may be substituted for two years of the required professional experience for positions with a major responsibility for professional, personal or career or counseling.

### PREFERRED QUALIFICATIONS:

- Master's degree.
- Two (2) to four (4) years of experience (personal experience preferred) related to duties and responsibilities specified.
- Previous incarceration experience and/or in-depth knowledge of the issues relevant to successful reintegration following incarceration.

### SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of the methods and problems of organization and program management. Ability to obtain factual and interpretative information through interviews.
- Ability to clearly express ideas and recommendations orally, as well as write clear and concise reports.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other programs or service areas. Ability to interpret and apply program rules and regulations. General knowledge of advanced statistical and research methods.
- Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
- Thorough knowledge of the principles of individual and group behavior. Ability to recognize multi-sexed and multi-aged value systems and work accordingly.
- Thorough knowledge of the policies, procedures and practices of the program area to which assigned, or the ability to quickly acquire such knowledge.
- General knowledge of the policies, practices and activities of Student Services programs outside the program to which immediately assigned.
- General knowledge of the principles, problems and methods of public administration, including organizational, personnel and fiscal management.
- Ability to carry out very complex assignments without detailed instructions. Ability to advise students individually or in groups on varied and complex matters.
- Ability to determine the appropriate course of action and proper techniques to utilize while engaged with individuals and groups in personal interactions of a sensitive nature;
- Ability to plan, coordinate, initiate actions necessary to implement administrative or group decisions or recommendations and ability to evaluate programs, services, policies and procedures. Ability to reason logically and analyze and solve the organizational and operating problems of one or several program areas.
- Ability to analyze and define complex organizational, policy or procedural problems, collect and evaluate data, draw valid conclusions and project consequences of various alternative courses of action.
- Ability to understand the roles and responsibilities of others and to gauge relationships accordingly by taking into account the variety of the interrelationships, motivations and goals of the members of the organization served.
- Ability to establish and maintain effective, cooperative and harmonious working relationships in circumstances which involve the denial of requests or the necessity to persuade others to accept a different point of view.

**SALARY RANGE:** \$5,195 - \$7,411 per month plus excellent paid benefits. (Anticipated salary will be \$5,195 - \$5,714 per month, depending on the qualifications of the successful finalist.) The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.



**POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN FEBRUARY 27, 2019.**

**APPLICATION PROCEDURE:** To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at [http://www.csustan.edu/hr/employment\\_opportunities/staff/index.html](http://www.csustan.edu/hr/employment_opportunities/staff/index.html)), **cover letter**, and **resumé** to:

California State University, Stanislaus · Human Resources Department  
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3<sup>rd</sup> Floor)  
One University Circle · Turlock, CA 95382

For questions, please contact: Dr. Kimberly Greer (209) 667-3054

Satisfactory completion of a background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) 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.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: [https://www.dol.gov/ofccp/regs/compliance/sec503/Self\\_ID\\_Forms/VoluntarySelf-ID\\_CC-305\\_ENG\\_JRF\\_QA\\_508c.pdf](https://www.dol.gov/ofccp/regs/compliance/sec503/Self_ID_Forms/VoluntarySelf-ID_CC-305_ENG_JRF_QA_508c.pdf).

**THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW**

PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT [HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT](https://www.csustan.edu/annual-campus-security-report). THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. 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 7/21/17, AS A CONDITION OF EMPLOYMENT.

**INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE**

2/12/19