



Position Title:	TRIO Educational Advisor 10-month (Field Advisor)
Recruitment #:	206
Full/Part-Time:	Full-Time
Temporary:	Temporary ending on or before June 30, 2026. Any continuation beyond June 30, 2026, is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary:	\$2,860 - \$4,853 per month Anticipated hiring salary will be \$3,800 per month. However, offer amount will be commensurate with candidate's experience, education, skills, and training.
Department:	Educational Talent Search (ETS)/TRIO Program – Division of Student Affairs & Strategic Enrollment Management
Available:	Immediately
Special Conditions:	Background/Fingerprint Clearance
Sensitive Position	Yes
Posted:	October 24, 2025
Closing Date:	For priority consideration, application materials must be received by <u>November 9, 2025</u>, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires **(including those on campus)** submission of:

- A standard CSUB, Auxiliary job application download at: (https://www.csub.edu/hr/hrdocs/CSUB_Auxiliary_Employment_Application.pdf)
- Names of three (3) professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable and requested
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education, and experience required.
- Please review the Application Procedure section for instructions on how to submit your application.

POSITION PURPOSE: The TRIO Educational Talent Search (ETS) program from California State University, Bakersfield provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue their education and complete their postsecondary degree. In conjunction with other institutions of higher education, schools, and community organizations, the ETS program will develop and implement strategies to facilitate activities in the target area to ensure that its goals, objectives, and outcomes are achieved. The ETS program is a federally funded program designed to assist low-income and first-generation students.

Under the general supervision of the Director of TRIO Talent Search and the TRIO Associate Director, the TRIO Education Advisor guides low-income and first-generation middle and high school students toward post-secondary education by providing academic guidance, college application assistance, and financial aid help, as well as organizing college tours and workshops. Key responsibilities include working one-on-one and in groups, creating individualized education plans, conducting workshops on study skills and test preparation, and maintaining student records and program documentation. This is a 10-month position with the months of July and August off.

DUTIES:

Academic, Career & Financial Aid Advising

- Provide individualized academic counseling to support student success and post-secondary enrollment.
- Assist students in exploring college majors, academic programs, and admission requirements.
- Conduct workshops on college applications, essay writing, scholarships, and career exploration tools
- Review student transcripts and progress reports; assist in developing academic improvement plans.
- Monitor student grades, attendance, and progress to ensure on-time graduation.
- Advise students on high school and college coursework, including A-G requirements.
- Support students with study skills, time management, and academic motivation.
- Conduct one-on-one and small group advising tailored to individual student needs.
- Collaborate with school counselors and teachers to promote academic achievement.

Auxiliary for Sponsored Programs Administration

California State University, Bakersfield

9001 Stockdale Hwy. • 37 ADM • Bakersfield, CA 93311

- Conduct school visits, classroom presentations, and workshops on college readiness, financial aid, and career exploration.
- Assist students with FAFSA and college application completion.
- Support students with scholarship applications and financial literacy education.
- Track and communicate college application and financial aid deadlines.
- Submit required documentation including evaluations, workshop reports, sign-in sheets, transcripts, SARs, graduation lists, A-G completion data, and matriculation records.
- Maintain accurate advising records and update Google Sheets and other tracking tools as required.
- Monitor attendance and engagement of students participating in STEM programming.

Middle and High School Student Mentoring & Outreach

- Recruit eligible students and assist with application and intake documentation.
- Guide students in identifying and pursuing postsecondary education and career goals.
- Coordinate and deliver classroom-based enrichment activities focused on study skills, time management, leadership, and goal setting.
- Promote student growth and resilience by fostering trusting relationships and engaging students in goal setting, reflective practices, and targeted personal development activities.
- Provide mentoring and skill-building sessions to support student persistence, motivation, and personal growth.
- Connect students and families with appropriate community resources, including mental health, housing, and food assistance.
- Mentor students individually or in small groups to promote academic and personal development.
- Track student participation and assess progress toward academic and personal goals.
- Oversee the development and implementation of the mentoring program for middle school students.
- Organize monthly activities to celebrate student success, including awards for academic improvement, behavior, attendance, and recognition ceremonies.
- Facilitate small group sessions with college mentors.
- Conduct quarterly parent meetings to educate families on middle and high school requirements, higher education systems, financial aid, school engagement, academic monitoring, and accessing support services.
- Maintain regular communication with school personnel and foster positive relationships.
- Meet recruitment goals and track cohort data in accordance with program regulations.
- Provide lead direction to student mentors and peer tutors to support program delivery and STEM.

Program Management

- Manage a designated caseload of TRIO participants, maintaining consistent communication with students, parents, and school staff.
- Maintain accurate student records, case notes, and progress reports in compliance with U.S. Department of Education regulations to meet federal guidelines.
- Implement Competitive Preference Priorities (CPP1 and CPP2) as mandated by the program including career practical skill-building and hands on STEM coursework ensuring documentation aligns with grant requirements.
- Contribute to the preparation of the Annual Performance Report (APR) ensuring all data entry and documentation meet APR compliance standards.
- Monitor student grades, attendance, and progress to ensure readiness for graduation and postsecondary enrollment.
- Meet one-on-one with new ETS participants to conduct entry interviews.
- Distribute and collect completed ETS applications from assigned schools.
- Plan, coordinate, and deliver annual TRIO Talent Search events and student-centered services, including summer programs, college visits, and parent nights, in collaboration with school personnel.
- Conduct and evaluate workshops for ETS students on financial aid literacy, college preparation, study skills, and career exploration.
- Collaborate with school counselors, parents, and community organizations to enhance student support and program visibility.
- Maintain regular contact with school personnel and foster positive working relationships.
- Track cohort data and meet recruitment goals as outlined in program regulations.

REQUIRED QUALIFICATIONS: Graduation from a four-year college or university in Sociology, Psychology, Counseling, Student affairs, School Counseling, or related field (attach a copy of college degree/transcripts to application) and two (2) years of professional experience in a high school setting, working with students one on one and in groups and must demonstrate working with tutorial programs and development of peer mentors. A master's degree in a job-related field may be substituted for one (1) year of experience.

LICENSES: Possession of a valid driver's license or the ability to obtain by date of hire.

SKILLS, KNOWLEDGE, ABILITIES (SKA's):

- Regular and reliable attendance is required.

- Ability to complete assignments on time and with a high degree of quality, accountability, responsiveness and to take projects from start to finish.
- General knowledge of SAT/ACT preparation tests, financial aid, introduction to different types of postsecondary education, and all other topics related to the mentoring and STEM tutoring program.
- Ability to work effectively to address the needs of income-eligible, first-generation students as well.
- General knowledge of the principles, practices and trends of the Student Services field as well as knowledge of advising and academic policies and procedures.
- Incumbent must have the ability to: gather and analyze data, draw valid conclusions, and make appropriate recommendations; and participate in and contribute to group meetings.
- General Knowledge of the principles of individual and group behavior.
- Ability to interpret and apply program rules and regulations.
- Excellent ability to interpret and apply policies independently, exercising sound judgment in situations without clear precedent.
- Skilled in using initiative and resourcefulness to plan assignments and implement long-term improvements.
- Strong analytical and communication skills, including data collection, evaluation, and clear presentation of findings.
- Able to provide routine individual and group advising.
- Ability to establish and maintain cooperative relationships with students, staff, faculty, administrators, and external partners.
- Demonstrated ability to make decisions and carry through actions having implications regarding other program or service areas.
- Skill in interviewing and advising, and proven ability to communicate effectively, both verbally and in writing including one-to-one, small group, and large group presentations.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling, and punctuation.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.

PREFERRED QUALIFICATIONS:

- One (1) year of experience that includes an understanding of developing strategies, and timelines in Student Support Programs including tutorial/mentoring implementation, conducting pre-college workshops and assisting students with the enrollment process into post-secondary education.
- Two (2) years of experience with federal programs, pre-college advising, financial aid, and public speaking.
- A master's degree in job-related field is preferred.
- Bilingual (English/Spanish) to be able to communicate with program participants; at a minimum, the ability to understand and to make ones self-understood to all Spanish speaking individuals
- Demonstrated skills in an institutional/educational environment possessing a customer-oriented and service-centered attitude.

APPLICATION PROCEDURE: The official California State University Bakersfield Auxiliary for Sponsored Programs Administration application is located at this link: (https://www.csub.edu/hr/hrdocs/CSUB_Auxiliary_Employment_Application.pdf) and must be completed in full and received in the Human Resources Office by 5:00 p.m. via email on specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. **Please email your application materials to jobs@csub.edu and reference [Auxiliary #206](#) in the subject line.**

Applications are available outside the Office of Human Resources and may be downloaded from the CSUB Auxiliary for Sponsored Program Administration website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 6-8 weeks from the closing date for a position to be filled.

To check the status of your application, go to the California State University Bakersfield Auxiliary for Sponsored Program Administration page at: <https://www.csub.edu/hr/auxiliary.shtml>. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience, and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Bakersfield Auxiliary for Sponsored Programs Administration. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU Bakersfield Auxiliary for Sponsored Programs Administration as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the Auxiliary or individuals in the university community.

MANDATED REPORTER: Limited: The person holding this position is considered a limited 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.

GENERAL INFORMATION: It is the policy of California State University, Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment.

All university programs and activities are open and available to all regardless of race, sex, color, ethnicity or national origin. Consistent with California law and federal civil rights laws, the CSU Bakersfield Auxiliary provides equal opportunity in education and employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. At CSU Bakersfield Auxiliary, excellence is built on merit, talent, accessibility, and equal opportunity for all.