



February 26, 2010

**POSITION ANNOUNCEMENT (1 POSITION AVAILABLE)**

**613**

**TITLE: PARENT COORDINATOR GEAR UP**

**DEPARTMENT: STUDENT AFFAIRS/GEAR UP PROGRAM**

**HOURS:** 40 hours per week (some evenings and some weekends required)

**SALARY RANGE:** \$3,500-\$4,000 per month plus benefits

**POSITION SUMMARY:**

Under the supervision of the Gear-Up Project Director, the Parent Coordinator will serve as the primary liaison between the project and the parents at the designated target schools. The Parent Coordinator will develop, organize and implement workshops for parents on financial aid, educational options and college preparation so they can better guide their children on a college path. In addition the Parent Coordinator will provide information on project activities, develop a newsletter for parents and develop evaluation plans to solicit feedback from parents. Assist the director in the coordination of parent and family activities with partnership agencies.

**RESPONSIBILITIES:**

Ability to clearly and accurately relay information to parents, students and school personnel; knowledge of the four systems of higher education and financial aid; excellent written and oral communication skills; ability to work independently and take initiative; experience in organizing activities; bilingual (English/Spanish).

1. Designs and implements workshops and programs for participating parents and students. Knowledgeable of higher education systems.
2. Works closely with community partners in providing resource information to parents on services provided.
3. Advises, organizes and carries out academic and career decision making activities.
4. Provides information about financial aid and postsecondary programs while assisting students in applying.
5. Assists Project Director in writing and designing of Gear Up brochures, posters, letters and other informational literature that will be distributed to parents and students.
6. Maintains and develops close relationships with junior and high school personnel.
7. Assists Project Director in research and preparation of project reports to the US Department of Education and CSU Fullerton.
8. Assist the Project Director to implement and monitor program services.

9. Develop evaluation plans to solicit feedback and evaluation from parents.
10. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Three years experience in community work in area related to the duties described above.
2. Familiarity with the school district or K-12 educational system.
3. Experience convening workshops or organizing community base events.
4. Experience working with families and parents in education and or community issues.
5. Bi-lingual ( Spanish speaking preferred)
6. Able to create newsletters, flyers, letters and program material in Spanish.
7. Excellent written and oral communication skills.
8. Must be able to work independently and take initiative.
9. Proficiency working with computers and popular software packages.
10. Experience in overcoming educational barriers similar to those confronting project's participants.
11. Must be able to travel to target school and off-campus sites on a regular basis.

**EDUCATION:**

1. Bachelor's degree required in Education, Human Services or related field. Master's preferred.
2. Training on retention issues in K-12 education and parent support programs.
3. Training working with disadvantaged populations.

**BENEFITS:**

Health, health care flex plan, dental, vision, life, LTD, education reimbursement, retirement (eligible upon completion of (2) two years of employment with CSUF Foundation or (2) years prior service with higher education institution), vacation, and sick leave. All benefits will be administrated according to policies, summary plan descriptions, or procedures.

**APPLICATION PROCEDURE: 1) Submit Application Form (Available online at <http://www.csufasc.org/forms/HR/HR-Application.pdf> 2) Cover Letter 3) Resume 4) Names of three references to:**

CSU Fullerton Auxiliary Services Corporation (ASC)  
Human Resources Department  
2600 E. Nutwood Ave., Suite 275  
Fullerton, CA 92831  
Fax to: 657- 278-1187  
Email: grusso@fullerton.edu

**APPLICATION DEADLINE: Friday, April 2, 2010**

**ASC reserves the right to discontinue or modify any benefit offered by the company.**

***CSU FULLERTON AUXILIARY SERVICES CORPORATION IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER***