

Job Description

Job Title:	Associate Director, Educational Opportunity Program (EOP)
Job ID:	7256
Location:	
Full/Part Time:	Full-Time
Job Code:	3312 Administrator II
Job Grade:	Range A
Department:	Educational Oppor Prog-8366

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CSUN's Commitment to You

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

About the University

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

Responsibilities

Under general direction and in consultation with the Director of the Educational Opportunity Programs (EOP), the Associate Director, Educational Opportunity Program (EOP) has two primary responsibilities. One, to assist the EOP Director with the day to day assessment, planning, coordination, monitoring, and facilitation of EOP and EOP programs throughout the university and to assist with assessing current university and program policies and procedures to ensure program compliance. Second, to be specifically responsible for the short term and long term assessment, planning, facilitation, coordination, staff supervision, oversight and administration of EOP's Outreach Efforts, EOP Admissions, and EOP Resilient Scholars Program. The incumbent is also responsible for Community Resources Development and Alumni Outreach Efforts and assists with the oversight responsibility of the day to day operations of EOP Central Administration and Transitional Programs (these include Residential Bridge, Commuter Bridge, Transfer Bridge, 2nd Year Bridge and FreshStart); oversees the completion of a wide variety of complex assignments; identifies university and program policies directly affecting student performance and recommends changes for consideration; assists the Director in: monitoring the overall program budget, the development and administration of overall program assessment, analysis, training and the facilitation of the decision-making processes; coordinates constantly with the seven academic college satellites of EOP, the Advising Resource Center/EOP for Exploratory students the EOP Faculty Mentor

Program, and other university student services and academic departments including but not limited to the Office of Admissions and Records, Financial Aid, Residential Life, the Library, the Learning Resource Center/EOP, Asian American Studies, Chicana/o Studies, Africana Studies, Central American Studies, Stretch Writing faculty, Math faculty and numerous other academic departments. Supports the EOP Director in establishing, developing and sustaining collaborative working relations with department chairs and faculty from a range of academic departments, as well as, with the department administrative support staff; focuses on ensuring holistic service delivery to new incoming EOP First Time Freshmen (FTF) and First Time Transfer (FTT) students per academic year admission cycle; and performs other duties as assigned.

Qualifications

Equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in a job-related field. Master's degree preferred. Equivalent to five years of progressively responsible professional/administrative experience with EOP, the CSU and Community Colleges; with 2 of the five years in a managerial role preferred.

Knowledge, Skills, & Abilities

Thorough and demonstrated knowledge, understanding and respect for and of diversity and equity programs. Must have understanding of student development and differences based on social, economic and cultural backgrounds and have experience in student engagement, holistic student services and advocacy. Demonstrated ability to advocate for the goals of EOP and desire to work with diverse multicultural/multiethnic environment. Strong background in advancing the educational experience of traditionally underserved students. Excellent communications skills and collaborative team building. Ability to: regularly organize and direct a range of administrative, supervisory, and technical functions; multi task; follow through; and work well under pressure. Manage, supervise and coordinate the efforts of staff in the accomplishment of program goals.

Pay, Benefits, & Work Schedule

Salary is commensurate with knowledge, skills, and experience. The university offers an excellent benefit package.

General Information

This position is a sensitive position as designated by the CSU. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. 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. Additionally, 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 as a condition of employment.

How To Apply

Candidates should apply by completing the CSUN on-line application utilizing: <http://bit.ly/HRCSUN> link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Applications received prior to January 25, 2018 will be considered in the initial review and review will continue until position is filled.

For more detailed information on the application and hiring process, please visit the link below:
www.csun.edu/careers

Equal Employment Opportunity

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

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