Job Announcement

Coordinator for Project Connect Recruitment and Retention Center

Organization and Program Profile:
AS is the student government at SF State and serves as the official voice of students. AS promotes an enriched co-curricular student life experience and is dedicated to the empowerment of SF State’s diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts.

AS Project Connect (Creating Opportunities for Networking, Navigating and Easing a College Transition) exits to empower and involve the student body to promote higher education and facilitate graduation for low income and historically underrepresented communities. This is an equity and social justice program that strives to impact future generations of SF State students by sharing with them our university life experiences and our campus resources.

Position Description:
Under the general supervision of the Senior Director of Education and Equity the Project Connect (PC) Coordinator leads the day-to-day administrative and programming operations. The PC team is focused on student success and student engagement through the Project Connect Internship, Book Loan Service, AS Scholarships, as well as, creating leadership development opportunities. The PC team also works in collaboration with other AS Programs, university partners, Bay Area K-12 schools and community-based organizations to develop programming to close the education gap for first-generation students.

Minimum Qualifications:

- BA/BS degree in (Education, Ethnic Studies, Communications, Sociology, Psychology) or higher in job related fields.
- Minimum of two (2) years Professional job-related experience in K-12, college access/readiness, and/or higher education and 2+ years of experience building and managing effective teams.

KNOWLEDGE OF

- Planning campus events, safety and crowd control principles, procedures, regulations, and standards
- Experience with developing and managing a budget
- San Francisco Unified School District and/or other Bay Area school districts, a plus.
- Financial Aid and Cal State Application, Advising or Counseling college students, a plus

SKILLS

- Planner, able to delegate, track lots of different work, provide support and accountability
- Computer proficiency with Google Suite and the ability to learn new web-based systems
ABILITY TO
• Understand the complexities of “intersectionality” and the histories and issues of marginalized groups, with particular focus on marginalized “people of color.”
• Ability to learn and grow beyond one’s current state of cross-cultural awareness and cross-cultural relations.
• Learn library operations for Book Loan Service distribution and processes.

Salary/Benefits
Salary: $55,000-$60,000/annually

• Medical (CalPERS), dental, vision, for employees and qualified dependents
• 12.5% equivalent of salary towards 403(b) Retirement Plan
• Life insurance (Basic and AD&D Dependent Term Life)
• Long Term disability
• 13 Paid holidays plus Personal Holiday
• Sick leave accrued over time, approximately 12 days per year
• Vacation accrued over time, approximately 15 days per year

Start Date: January 16, 2023

**This position is open until filled**