

California State University, Fresno Foundation

DIRECTOR – PROJECT REBOUND JOB ANNOUNCEMENT #16-744

<p>POSITION SUMMARY:</p>	<p>50% time (20 hours per week), benefited position for Project Rebound through California State University, Fresno Foundation.</p> <p>Project Rebound is a support program designed to help those who have spent time in jail or prison to earn college degrees, drastically reducing the likelihood that they will return to incarceration. Project Rebound is a new initiative at Fresno State, and is modeled after the successful Project Rebound started at San Francisco State in 1967 by the late John Irwin, a formerly incarcerated individual who became a SF State sociology professor and internationally recognized advocate for prisoners' rights.</p> <p>The Director is responsible for maintaining and overseeing the day to day operations of the program, which includes, but is not limited to, facilitating the enrollment of all formerly incarcerated students who qualify for the program based on university as well as program criterion. The Director assesses each student's unique academic needs and familiarizes them with Fresno State and community services that will aid them in applying, matriculating, and ultimately graduating from Fresno State. The Director acts as a liaison and will develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on campus (such as Admissions, Evaluations, Financial Aid, Student Success Services), local community colleges, and key stakeholders and partners in the external community (e.g., probation, parole, corrections, reentry services, and the Central California Educational Opportunity Center) that promote the success of Project Rebound. The Director will undertake outreach promoting the program and will coordinate academic workshops for current and prospective students on succeeding in higher education. The Director will report to Fresno State's Principal Investigator for the Opportunity Institute grant that is supporting Project Rebound at 8 CSU campuses.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>The Director will:</p> <ul style="list-style-type: none"> • Conduct outreach and implement informational workshops for prospective Project Rebound students 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 (e.g., academic assessment, financial aid advising) to help them prepare for admission to CSU Fresno. • 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. • Develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on campus, 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 Rebounds as well as the Director of the CSU Project Rebound consortium as SF State. • Manage paid staff and student volunteers/interns assisting with Project Rebound, in conjunction with the Principal Investigator. • Oversee purchases for the program, preparing and submitting all requisitions for contracts and purchase orders. • Manage accounts, providing regular budget reports to the Principal Investigator. • Prepare and submit regular reports as required by the Principal Investigator and funding body.

	<ul style="list-style-type: none"> • Meet with the Fresno State’s 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. • Coordinate orientations and workshops for current and prospective Project Rebound students. • Seek to foster collegiality and mentorship amongst Project Rebound students. • 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 Fresno State’s Office of Institutional Effectiveness in regards to data collection and analysis. • Design and produce promotional and informational literature. • Stay knowledgeable in regards to new laws and policies pertaining to incarceration, reentry, financial aid etc. that may impact Project Rebound students. Attend trainings and conferences as needed. • Other duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited four-year college or university. Master’s degree preferred. • Two (2) to five (5) years of experience (personal experience preferred) related to duties and responsibilities specified. <p>Knowledge of:</p> <ul style="list-style-type: none"> • The Fresno State campus, financial aid, admissions, and other campus support programs. • The local, state, and Federal corrections systems, parole, probation, transitional housing, and reentry issues. • Record maintenance. <p>Related Skills:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills demonstrating tact, patience, respect, and courtesy. • Strong oral and written communication ability. • Must be able to work independently and take initiative. • Proficiency working with computers and popular software packages. <p>Additionally:</p> <ul style="list-style-type: none"> • Given the program relates to formerly incarcerated individuals, those who have experienced a previous incarceration and meet minimum requirements are encouraged to apply.
COMPENSATION:	<p>\$2,500.00 per month. Benefits include vacation, sick, holiday pay, health, dental, vision, and life insurance. Position runs through June 30, 2017; extension of position contingent upon program funding.</p>
DEADLINE:	<p>Application review begins September 9, 2016; open until filled</p>
TO APPLY:	<p>Please visit the Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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