

# RECRUITER & OUTREACH SPECIALIST

## Central Valley Cal-SOAP

### JOB ANNOUNCEMENT



<b>POSITION SUMMARY:</b>	<p><b>Cal-SOAP Recruiter</b> – 2025-2026 part-time (12-20 hours per week) position with the Central Valley California Student Opportunity &amp; Access Program (Cal-SOAP), under the administrative direction of the California Student Aid Commission (CSAC). The mission of Central Valley Cal-SOAP is <i>“to educate, empower, and encourage students and their families to access all opportunities to higher education.”</i> This position plays a critical role in supporting the program’s outreach and engagement efforts by serving as a front-facing representative of our services. The role assists in educating students, parents, and community members about CV Cal-SOAP services. This position helps build trust and awareness in the community, the role supports strategic recruitment efforts tied to key program components, ensuring participation targets are met across initiatives. The individual in this role will be instrumental in increasing visibility, enrollment, and impact in alignment with program goals and grant requirements.</p> <p><b>Travel throughout west Fresno and the city of Fresno is Required.</b></p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general supervision of the Project Director and Program Coordinator, the incumbent will be responsible for the following. Duties include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Serve as a visible and approachable representative of Central Valley Cal-SOAP at Mendota, Firebaugh, Tranquillity, Kerman, and the city of Fresno, promoting awareness of our services.</li><li>• Attend and assist with outreach events, college and career fairs, and community events where Cal-SOAP services can be promoted.</li><li>• Recruit students by determining student eligibility, assessing students’ educational needs, and collecting Cal-SOAP student applications as needed.</li><li>• Facilitate small and large group presentations for students and families on Cal-SOAP’s services, including academic preparation, financial aid advising, college planning, and career exploration.</li><li>• Provide advising services to high school students on financial aid awareness and planning, college awareness and planning, academic preparation, and career exploration, in a culturally sensitive manner.</li><li>• Recruit students to attend in-person and virtual and in-person events such as Cash for College workshops, college campus visits, College &amp; Career Day, educational conferences, outreach events, and Cal-SOAP’s Summer Academy.</li><li>• Build and maintain working relationships with teachers, counselors, administrative staff, students, parents, Cal-SOAP staff, college professionals, and other outreach program staff.</li><li>• Represent Cal-SOAP at financial aid workshops, parent nights, and community outreach events.</li><li>• Attend and actively participate in all mandatory training sessions and monthly staff meetings.</li><li>• Maintain required documentation of students and enter data into the Cal-SOAP database as needed.</li><li>• Work in a team setting and collaborate with program partners in order to minimize duplication of services and respond effectively to students’ needs.</li><li>• Adhere to all policies and procedures established by CSUF, Central Valley Cal-SOAP and the school site(s) assigned.</li><li>• Help resolve technical or connectivity issues.</li><li>• Other duties as assigned.</li></ul>



<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<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"> <li>• Must be a current college student (undergraduate or graduate) enrolled at least part-time at an accredited institution. Undergraduates must be at least in their second year of college. Graduate Student in a Master's program is preferred.</li> <li>• Maintain a cumulative GPA of 2.75 or above; must provide a copy of your current unofficial transcripts.</li> <li>• Demonstrate a financial need; must provide a copy of your Student Aid Report (SAR) showing your Student Aid Index (SAI).</li> <li>• Experienced at giving presentations with large groups and being engaging.</li> <li>• Excellent oral and written communication skills.</li> <li>• Have some knowledge of the financial aid application process, different systems of higher education and admission requirements, A-G requirements, and CTE sectors.</li> <li>• Ability to demonstrate sensitivity and adaptability when working with diverse student and parent populations to accommodate to their needs.</li> <li>• Strong organizational skills and demonstrate ability to handle multiple tasks under pressure. Should be able to manage time effectively, work independently, prioritize tasks, and meet tight and frequent deadlines.</li> <li>• High degree of initiative and ability to work without constant supervision is required.</li> <li>• Able to work productively within a team structure.</li> <li>• Be responsible, punctual and honor the time set for work schedules, trainings, meetings, and events.</li> <li>• Ability to work evenings and weekends, as needed, for outreach opportunities, informational sessions, and recruitment for program initiatives.</li> <li>• Maintain confidentiality of student information.</li> <li>• Strong computer skills, particularly CANVA, email, Microsoft Office (Word, Excel, PowerPoint), and G Suite.</li> <li>• Must have access to strong Wi-Fi in a designated, quiet, work-from-home space.</li> <li>• Understand and follow internet security guidelines and online code of conduct.</li> <li>• Adhere to FERPA regulations in order to ensure protection of student data.</li> <li>• Keep detailed log of work hours, students served and assignments completed in order to submit with timesheets.</li> <li>• Agree to and abide by the CSUF Telework Agreement.</li> <li>• Must clear criminal background check and fingerprinting with the Department of Justice.</li> </ul>
<b>SALARY:</b>	\$18-\$21.75 per hour.
<b>DEADLINE:</b>	<b><u>Application review begins immediately. Open until it's filled.</u></b>
<b>TO APPLY:</b>	<p>Please submit a completed application to our email at: <a href="mailto:calsoap@mail.fresnostate.edu">calsoap@mail.fresnostate.edu</a> or via <a href="https://fresnostate.edu/careers">fresnostate.edu/careers</a></p> <p><b>All College Student Applicants-</b> Submit the Part-Time Application – Available on our website: <a href="https://studentaffairs.fresnostate.edu/cal-soap/jobs.html">https://studentaffairs.fresnostate.edu/cal-soap/jobs.html</a></p> <p><b>Required Documents:</b> Resume   Financial Aid Award Notification   Unofficial Transcripts   Current Class Schedule   Work Availability</p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

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

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**