

Department: Center for Educational Partnerships - Fresno, CA
Position Code: SCEP8445A-K-14 academic prep Specialist III (contract)
Closing Date: Open until filed
Salary: \$48,000 Annually

Background

check: Background check may be required

Description: As a seasoned, experienced professional in K-14 academic preparation with the UC Merced, Center for Educational Partnerships (CEP), the regional coordinator works alongside the Program Director of UC Scholars Early Academic Outreach Program (EAOP) and CEP Director to oversee the coordination of efforts at K-12 partnership sites. Collaborates with other higher education institutions and local organizations to propose and implement a wide-range of academic preparation programming. The K-14 Academic Prep Spec 3 will recommend, develop and oversee the implementation of district, student and parent-centered services. Responsible for maintaining program visibility and collaborative relationships with K-12 and higher education institutions, community entities and other non-UC academic preparation programs. Manages program's curricular implementation and accountability framework. Responsible for the submission of quarterly, mid-year, and annual performance reports to corresponding stakeholders and funders

- Qualifications:**
- Bachelor's degree in early childhood or elementary school education or related area and three years of progressively responsible related experience or equivalent experience/training.
 - Master's degree in related area and/or equivalent experience/training is PREFERRED.
 - Knowledge and experience working with educational equity programs serving a diverse student population.
 - Knowledge of up-to-date information on K-14 and higher education policies and issues. Ability to assess their impact on program strategies.
 - Knowledge of K-14 and higher education institutions (UC, CSU, CC, etc.), admissions and financial aid requirements, and the ability to interpret policies and procedures to youth, parents, and school representatives.
 - Knowledge of youth and adolescent development theory, including issues facing low-income, first generation urban youth.
 - Demonstrated cultural competency with respect to race, ethnicity, and socio-economic status.
 - Ability to establish and maintains cooperative relationships with school district administrators, school counselors, principals, teachers, and community contacts.

- Strong communications (verbal and written) and interpersonal skills.
- Significant experience advising and supporting educationally disadvantaged students regarding postsecondary opportunities and careers.

To Apply: Please complete a UC Merced [application](#) and email along with resume and cover letter to ucmcareers@ucmerced.edu. Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email ucmcareers@ucmerced.edu or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to UCMcareers@ucmerced.edu

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[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>

