California State University, Fresno Foundation

TECHNOLOGY ASSISTANT – BAY AREA ACADEMY
JOB ANNOUNCEMENT #22-330

POSITION SUMMARY:	**50% time (20 hours per week), benefited position for the California State University, Fresno Foundation**. The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University, Fresno. The California State University, Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IV-E eligible agencies in 12 Bay Area counties. The Technology Assistant has primary responsibility to: 1) Provide support for all instructional technology needs using the statewide Blackboard Learning Management System, California Child Welfare Training System (CACWT) to Bay Area Academy staff as well as external partners using CACWT including county staff development and participants in services delivered through CACWT, some of which will include on-the-spot troubleshooting and problem-solving 2) Assist with data entry and monitoring accuracy of training data for tracking and reporting, 3) Maintenance and content updates of Bay Area Academy's website. This half-time position works closely with the Technology Specialist and Operations Team to ensure accurate processing of training data, including assistance with preparing data with Excel formulas, Google Suite and other programs.
ESSENTIAL JOB FUNCTIONS:	Under the general supervision of the Technology Specialist, this position is responsible for the following: • Prepare reports in databases and CACWT for BAA Staff and County Partners which will include: quarterly reports, annual trainer rate reviews and other reports as assigned. • Provide data integrity oversight by reviewing and updating data inputs and providing regular reviews and audits in CACWT and other databases. • Website maintenance including updating of content from internal and external data sources • Provide technical support and training for webinars, eLearning and maintenance of Cloud-based platforms. • CACWT procedure and work process documentation for Academy staff to build internal capacity and just-in-time troubleshooting. • Attend internal meetings including All Staff meeting and supervision meetings. • Other duties as assigned.
POSITION REQUIREMENTS:	*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.* • Associate degree (A. A.) or equivalent from a two (2) year college or technical school; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience in, Information Systems, Library Science, Instructional Technology, Computer Science, or a closely related field. • Proficient in Learning Management Systems such as Blackboard, Canvas, Genius SIS. • Knowledgeable in instructional design and the use of design software such as Articulate Storyline and Adobe Captivate. • Experience using website builders: WordPress, Squarespace, or Wix. • Demonstrate a high level of cross-cultural sensitivity. • Proficient use of Microsoft Windows, macOS, Microsoft Office, Google Docs/Drive, Qualtrics, Adobe CC, Zoom and agency specific applications such as Slack and Smartsheet. • Valid CA driver's license, reliable vehicle and insurance required. • Must possess a valid California driver's license, reliable vehicle, and valid insurance as travel may be required within the Bay Area and throughout the state.

COMPENSATION:	**$2,916.66 - $3,125.00 per month, DOE. Salary will be commensurate and competitive with experience and qualifications.** Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	**Application review begins June 2, 2022; open until filled.**
TO APPLY:	**Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:** California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988 E-mail completed application & resume to: **HRAUX@LISTSERV.csufresno.edu**

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

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.