

# California State University, Fresno Foundation

## TRAINING ASSISTANT – BAY AREA ACADEMY

JOB ANNOUNCEMENT #21-275

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position for the California State University, Fresno Foundation.</b> 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 and virtual training, coaching and organizational support to child welfare staff and other IVE eligible agencies in 12 Bay Area counties.</p> <p>The Training Assistant is responsible for both in person and virtual training support which includes pre-training, day of training coverage and post training duties. The Training Assistant completes logistics such as: acquiring, verifying and duplication of the digital files for curriculum and handouts, classroom set-up, setting up A/V equipment, and communicating with trainers and training participants. Additionally, this position is responsible for the coordination, preparation and administration of all training evaluations, embedded evaluations and pre/post testing materials for assigned trainings. The Training Assistant works within a team of Training Assistants to provide in-person and virtual training support services to 12 county social service agencies. This position will work from home and travel on site to various training locations throughout the bay area.</p> <p>For virtual trainings the Training Assistant provides appropriate Zoom links, uploads necessary information into the Learning Management System and for all trainings records and tracks attendance and closes out trainings within the system.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general supervision of the Training Operations Supervisor, this position is responsible for:</p> <ul style="list-style-type: none"> <li>• Training Support: provide in-person and/or virtual assistance to trainers and training participants on assigned training days.</li> <li>• Training Environment: Take attendance, liaise with trainers prior to the training to discuss curriculum duplication, A/V needs, classroom set-up and handout needs, and log in instructions.</li> <li>• Provide support to other staff when providing coverage for trainings including closing out training and evaluation duties.</li> <li>• Provide technical support as needed for both virtual and in person training.</li> <li>• Post training: Close out attendance, surveys and close training in the Learning Management System. Upload and distribute satisfaction survey results to trainer and follow up on any communication with the county as needed.</li> <li>• Curriculum and Organization duties: responsible for the process of receiving, copying, compiling, processing and distribution of training materials and curriculum for assigned trainings.</li> <li>• Responsible for the preparation, delivery and submission of all training evaluations, embedded evaluations, and pre/post testing materials for assigned trainings, including distribution of evaluation summaries to trainers and recording summaries in the LMS database.</li> <li>• Participate in Sunshine Committee meetings to support annual events, birthdays, and anniversary acknowledgement to staff.</li> <li>• Be in regular phone and written contact with trainers, county staff, and all BAA staff.</li> <li>• Have a reliable method of transportation due to frequent travel to training sites, as well as a valid driver’s license with a driving record in good standing.</li> <li>• Can be home or office based, depending on program need.</li> <li>• Provide classroom coverage on average three (3) to four (4) days per week.</li> <li>• Ability to work on weekends and evenings, depending on program need.</li> <li>• Attend BAA staff meetings and other meetings.</li> <li>• Attend Training Team and Administrative Team meetings.</li> <li>• Other duties as assigned</li> </ul>

<b>POSITION REQUIREMENTS:</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> <p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent administrative work experience; or a minimum of one (1) year of related experience and/or training; or equivalent combination of education and experience <ul style="list-style-type: none"> <li>• Two (2) years of related experience and/or training preferred</li> </ul> </li> <li>• Experience in program support</li> <li>• Experience in mentoring and developing staff</li> <li>• Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Adobe, Excel)</li> <li>• Experience using webcam-based meetings systems (i.e. Zoom, WebEx, etc.)</li> <li>• Excellent verbal and written communication skills</li> <li>• Strong customer service skills</li> <li>• Ability to troubleshoot resolutions independently with trainers/trainees in training/classroom setting.</li> <li>• Fluency in cloud-based systems such as Google docs, Box, Dropbox, Smartsheet, etc</li> <li>• Ability to manage multiple projects, deadlines, and workflows and manage time effectively and efficiently</li> <li>• Ability to multitask and work well in a fast-paced environment.</li> <li>• Demonstrated experience in working in collaboration with other professionals</li> <li>• Ability to edit and synthesize material from other staff</li> <li>• Must possess a valid driver's license, reliable method of transportation as travel is required within the Bay Area and throughout the state. (Mileage for training coverage will be reimbursed in accordance with Foundation policies and procedures.)</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Social Services background desirable</li> </ul>
<b>COMPENSATION:</b>	<b>\$3,250.00 - \$3,500.00 per month.</b> Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins December 23, 2021; open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b></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 &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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**

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.