

California State University, Fresno Foundation

Learning Specialist – TRIO-Disability Student Support Services

JOB ANNOUNCEMENT #24-555

POSITION SUMMARY:	<p>Full-time, benefited position with the TRIO-Disability Student Support Services through the California State University, Fresno Foundation. Under the general direction of the Program Director, the Learning Specialist of the TRIO Student Support Services, Disabilities (SSSD) program, provides learning strategies, counseling and academic support for students that are part of the TRIO-SSSD program students. The Learning Specialist works with the SSD–Access Specialists to assess student needs and to develop and implement customized learning interventions for individuals and small groups in the content area and ensuring that academic accommodations approved are followed.</p> <p>The Learning Specialist will coordinate tutoring services for participants in the SSSD in collaboration with the campus Learning Center, including specialized tutors in these areas. This position is also responsible for advising, counseling and leading small group activities for under-prepared and disabled college students. The Learning Specialist supervises the Peer Academic Coaches. A primary focus of this position is to improve the retention of disabled students who become participants of the Fresno State Student Support Services, Disabilities Program (SSSD), and a federal TRIO program.</p> <p>The position is grant funded by the federally funded TRIO Student Support Services program. This position will be funded on an annual basis and is contingent on grant funding and performance.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Program Director, the incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Work with the caseload of students (up to 75 students) to develop Individual Plans for Academic Success (IPAS). • Collaborate with SSSD Program Director to develop customized learning interventions for students, including content area and learning skills support. • Advise TRIO students regarding academics, financial aid, internships, graduate school, scholarships, career options, and make appropriate campus and community referrals as needed. • Prepare, coordinate, assist with and assess academic workshops and presentations for students and staff related to reading, writing, study skills, test taking, time management, note taking, and other fundamental academic skills. • Prepare, coordinate, assist with, and assess personal growth workshops and presentations for students and staff related to stress management, leadership, financial literacy, critical thinking and other fundamental skills. • Provide learning strategies, coaching, and content-area tutoring to students in SSSD Learning Communities, SSSD Courses, and TRIO-SSSD program students, individually and/or in small groups. Refer students to other tutoring resources as needed. • Assess student needs via SSSD assessment tools, learning skills assessment tools, and evidence of current student class work. • Maintain awareness of student progress in classes and SSSD Programs; maintain records of student tutoring progress and content of sessions; communicate regularly with content area faculty, and SSSD and SSD staff about student progress. • Assist with data collection in project reporting requirements. <p>Academic Counselor Primary Duties and Responsibilities</p> <ul style="list-style-type: none"> • Maintain up-to-date individual student records and reports. Assist with other data collection as required. • Supervise the TRIO SSSD Peer Academic Coaches. • Assist in identifying and/or selecting eligible students to participate in the Program. • Assist with programming activities. • Other duties as assigned, as it relates to specific content area or SSSD Program needs.

QUALIFICATIONS & EXPERIENCE:	<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>Required Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s degree in education, special education, adult learning, or related field and experience teaching basic content and academic skills to university level students • At least two (2) years of experience in related field • Good interpersonal skills to establish effective working relationships with students, parents, and school personal • Ability to effectively communicate in oral and written form • Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, MS Office) • Ability to demonstrate sensitivity towards students form diverse cultural and socio-economic backgrounds • Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public • Ability to maintain files accurately, in paper and in software programs • Ability to work independently, handle multiple tasks simultaneously and keep deadlines • Ability to effectively supervise personnel, provide guidance as needed and complete all associated tutor and computer lab assistant personnel actions in a timely and accurate manner • Ability to effectively plan and implement program activities • Ability to be an advocate for students who are disabled and/or low-income at the University • Ability to effectively counsel and advise students • Ability to coordinate small group activities and cultural trips for students and document their purpose and results • Ability to monitor student progress and make recommendations • Ability to work occasional evening and weekend hours • Ability to establish and maintain cooperative relationships with students, fellow staff, and other campus personnel • Ability to gather, prepare and analyze data for project reporting. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Familiarity with disability related issues; experience with working with PeopleSoft, and related assistive technology. • At least one (1) year of experience working for a TRIO program. • Essential functions to provide effective academic skills training to students; • Knowledge of the academic setting and college financial aid process. • Knowledge of the college admission process and graduation requirements • Knowledge of the FERPA guidelines in maintaining confidentiality of records and information
SALARY/BENEFITS:	<p>\$4,934 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.</p>
DEADLINE:	<p>Application review begins March 7, 2024; open until filled.</p>
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</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.

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