

California State University, Fresno Foundation

READING AND WRITING SPECIALIST (Temporary) – TRIO STUDENT SUPPORT SERVICES

JOB ANNOUNCEMENT #24-620

POSITION SUMMARY:	<p>Full-time, temporary, benefited position with the TRIO Student Support Services projects through the California State University, Fresno Foundation. <u>This is a six-month temporary position, that may be extended based on programmatic needs and performance.</u> Under the supervision of the Director, this position provides academic support to TRIO Student Support Services Program and TRIO Student Support Services Veterans (SSSV) students. This position develops and implements reading curriculum for use in instructional support activities for SSSP and SSSV participants. TRIO SSSP and SSSV are federally funded TRIO Student Retention and Success projects are designed to provide academic counseling, personal counseling, career development guidance, academic assessment, individualized instructional support, and the development of non-cognitive skills to both project participants. These projects' primary goal are to alleviate academic barriers for SSSP and SSSV students who are low income, first generation and/or have a physical or learning disability in order to improve their academic performance, retention, and graduation rates.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Director, the Reading and Writing Specialist's typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Coordinate and provide individual and small group tutoring in areas of reading, writing, mathematics, and science • Monitor at-risk student cases and facilitate intervention through mandatory probation meetings • Develop and implement reading curriculum for use in instructional support activities with SSSP and SSSV participants • Provide instructional support by teaching University 8 courses for SSSP and SSSV • Administer appropriate assessment tests to determine student academic skill level in reading and writing • Develop individual action plans for student reading/writing improvement, and skills identified in their Individual Graduation Plan. This includes recommending and scheduling tutoring hours with the student. • Coordinate with SSSP and SSSV professional staff on monitoring students' academic progress • Maintain accurate and detailed records of student academic progress • Develop, facilitate, and coordinate training for Academic Facilitators (tutors) including feedback and learning outcome evaluations • Maintain positive working relationships with members of the staff and campus community • Hire, train and supervise Academic Facilitators and ensure Academic Facilitators are well prepared to tutor and support student participants • Other duties as assigned
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> <ul style="list-style-type: none"> • Bachelor's degree (B. A.) from a four (4) year college or university required, in English, Education, Special Education, Counseling, Psychology, or related field • Two (2) years of related professional experience <ul style="list-style-type: none"> ○ Experience working for a TRIO program or similar program with first generation, low-income, underprepared, and/or disabled students in a higher educational setting preferred • Teaching and curriculum development and/or tutoring experience in reading and writing • Developing strategies and incorporating non-cognitive methods into the learning process of students • Ability to incorporate university reading and writing services into the program

	<ul style="list-style-type: none"> • Experience in the administration and interpretation of assessment tests is desired • Able to present clear and concise information orally and in written reports • Ability to work cooperatively with others and to plan and supervise the work of student staff is desired • Experience with PeopleSoft, online data-tracking systems, assistive technology desired • Excellent oral and written communication skills • Excellent interpersonal skills • Identify and incorporate on-line resources for student retention and success • Understanding of FERPA confidentiality guidelines • Valid driver's license, reliable vehicle and insurance required as travel may be a requirement of the position
COMPENSATION:	\$3,602.45 per month. Benefits include health, dental, vision, 401K and life insurance, vacation, sick leave and holiday pay.
DEADLINE:	Application review begins <u>July 2, 2024</u>. Position will remain open until filled.
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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