

Summer Job Announcement

Resident Advisor

Program Summary:	Educational Talent Search Programs are federally funded programs designed to provide academic services to first-generation and/or low-income college bound high school students. ETS provides students with the necessary support and assistance to persist in high school and encourages and motivates them to enroll into a post-secondary institution. During the summer, ETS provides students with academic skills development and career exploration. Students will also develop leadership and team building skills.
Program Dates:	June 16th, 2025, through June 20, 2025 (Residential Program) June 12th through June 13th, 2025 – Mandatory Training
Essential Job Functions:	<p>Under the supervision of the Resident Supervisor and ETS staff, the incumbent will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Supervise high school students in an academic and residential environment • Be responsible for groups of students throughout the summer program • Be able to guide students in conducting research and implementing a group project • Maintain contact with your core group, Residential Supervisor and ETS Staff • Collaborate and follow instructions as delegated by the Resident Supervisor and ETS staff • Enforce dorm rules, carry out disciplinary procedures, and report situations to Program Director, Resident Supervisor or ETS staff • Develop/assist in the development of engaging and purposeful evening activities for students in a residential setting • Ability to develop and assist in the organization of activities for students • Supervise students during mealtimes • Attend and supervise college tours • Maintain proper documentation & reports • Conduct self in a professional manner and be a positive role model for students • On call for 24 hours during the duration of the program • Create a positive learning atmosphere for students and collaboration amongst colleagues • Attend and contribute to regular staff meetings • Other duties as assigned
Qualifications & Experience:	<ul style="list-style-type: none"> • Must have completed at least two years of post-secondary education by the end of Spring 2025 • Minimum 2.50 GPA • Have excellent leadership, supervisory, and interpersonal skills • Have good writing and communication skills • Experience working with students with diverse ethnic backgrounds, low-income and first-generation • Be flexible, 100% available, enthusiastic, and friendly • Be familiar with laws relating to minors • Will be fingerprinted for criminal record and must pass background check
Salary:	\$1,350.00 includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided.
Deadline:	May 19th, 2025

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. Resume, cover letter, and at least 3 references must be included.</p> <p>For questions or for more information contact us at: Educational Talent Search-Porterville 100 E. College Ave., LRC 527 Porterville, CA 93257 Phone: 559.791.2293 <i>Non-Fresno State students can pick up the application at the address above and drop off all items listed as well.</i></p> <p>Applications and resume may be emailed to: juanf@mail.fresnostate.edu</p>
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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.

The Educational Talent Search Program is a department within the Division of Student Affairs and Enrollment Management

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