

# California State University, Fresno Foundation

## ACADEMIC FACILITATOR – TRIO STUDENT SUPPORT SERVICES/STUDENT SUPPORT SERVICES VETERANS JOB ANNOUNCEMENT #21-234

<b>POSITION SUMMARY:</b>	<p>Academic Facilitators perform academic tutoring and evaluation duties to TRIO SSSP/SSSV participants through one-on-one and/or group setting. Areas of tutoring include: Reading/Writing and Math/Science. The tutoring may be performed in-person and/or online (via Zoom) based on the accommodation needs of student participant. Academic Facilitators also assist in the development of supplemental academic learning materials. This position reports to the SSSP/SSSV Reading/Writing Specialist.</p> <p>The TRIO Student Support Services Program (SSSP) and Student Support Services Veterans (SSSV) provide undergraduates with academic support, financial aid literacy/education, and graduate school preparation support to ensure every individual's successful retention and graduation. SSSP/SSSV are federally funded TRIO grant programs that serves resilient first-generation students, students from low-income background, and students with a disability.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>This position will:</p> <ul style="list-style-type: none"> <li>• Provide one-on-one and group tutoring to program participants in the areas of reading/writing or math/science</li> <li>• Create supplemental academic learning materials for program participants</li> <li>• Outreach and maintain strong communication with program participants</li> <li>• Maintain student logs and organization of student files</li> <li>• Attend all scheduled training and meeting dates</li> <li>• Other duties as assigned</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</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> <ul style="list-style-type: none"> <li>• Must be enrolled in the upcoming semester at California State University, Fresno in at least six (6) units and have Junior or Senior academic standing <ul style="list-style-type: none"> <li>◦ Special consideration will be given to graduate students</li> </ul> </li> <li>• Must have a minimum cumulative GPA of 3.0</li> <li>• Major in English, Journalism, Mathematics, Biology, Chemistry, or related disciplines preferred</li> <li>• Must be able to work 18-20 hours per week; usually 2-3 hour shifts, 3-5 days a week</li> <li>• Demonstrated commitment to working effectively with students from diverse ethnic, cultural, and socioeconomic background</li> </ul>
<b>COMPENSATION:</b>	\$14.50 per hour
<b>FILING DEADLINE:</b>	<b>Application review begins October 4, 2021; open until filled</b>
<b>TO APPLY:</b>	<p>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:</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> <p><b>Supplemental Application Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cover letter demonstrating your interest and qualifications in tutoring in math/science or reading/writing</li> </ul>

## 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.