

**Job Announcement**

*Student Assistant*



Educational Talent Search

<p><b>PROGRAM:</b></p>	<p><b>Student Assistant</b> – Part-time, Temporary (approximately 12-20 hours per week), position with the Educational Talent Search (ETS) Program through the California State University, Fresno Foundation.</p>
<p><b>POSITION SUMMARY:</b></p>	<p>Educational Talent Search (ETS) Programs are federally funded programs designed to expose students and staff leadership opportunities by providing 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 encourage and motivate 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.</p> <p>Online Student Assistants are responsible for providing individual and group advising, presentations, and workshops to high school students in the areas of academic services, financial aid literacy and assistance, college application assistance, academic preparation, and career exploration in a virtual learning environment. Online Student Assistants must have excellent communication skills and be able to work remotely. Online Student Assistants are expected to work effectively with students and parents from diverse ethnic and socioeconomic backgrounds.</p> <p>School sites served by Educational Talent Search are <b>Mendota, Firebaugh Riverdale, Tulare Western, Tulare Union, and Redwood High Schools. No Travel to School Sites Required.</b></p>
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p>	<p>Under the supervision of the Program Director and College Counselors, the Student Assistant will be responsible for the following. Typical duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Recruit students by determining student eligibility, assessing students’ educational needs, and collecting ETS student applications as needed.</li> <li>• Provide advising services online to high school students on academic services, financial aid awareness and planning, college awareness and planning, academic preparation, and career exploration, in a culturally sensitive manner.</li> <li>• Assist and/or facilitate financial aid workshops and meet with students individually online to ensure FAFSA and College Applications are complete.</li> <li>• Review transcripts to ensure fulfillment of A-G requirements, assist with SAT/ACT registration, provide college application assistance, provide presentations on the different systems of higher education and admission requirements.</li> <li>• Recruit students to attend virtual events such as Cash for College workshops, college campus visits, College &amp; Career Day, educational conferences, outreach events, and ETS Virtual Summer Program.</li> <li>• Build and maintain working relationships with teachers, counselors, administrative staff, students, parents, ETS staff, college professionals, and other outreach program staff.</li> <li>• Represent and or assist ETS virtual student workshops, parent nights, and community outreach events as needed.</li> <li>• Attend and actively participate in all mandatory training sessions and monthly staff meetings.</li> <li>• Maintain required documentation of students and enter data into ETS database as needed.</li> <li>• Work in a team setting and collaborate with ETS staff in order to respond effectively to students’ needs.</li> <li>• Adhere to all policies and procedures established by CSUF, ETS and the school site(s) assigned.</li> <li>• Help resolve technical or connectivity issues.</li> <li>• Other duties as assigned.</li> </ul>
<p><b>QUALIFICATIONS &amp; EXPERIENCE:</b></p>	<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 for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad), with at least two (2) years of college experience</li> <li>• Computer literate in Microsoft Office (Word, Excel, PowerPoint), email, database, and other software.</li> <li>• Possess excellent oral and written communication in the English language.</li> <li>• Bilingual skills in Spanish preferred.</li> <li>• Good customer service, leadership and interpersonal skills.</li> <li>• Must demonstrate sensitivity towards students from diverse cultural and socioeconomic backgrounds.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must be a current college student (undergraduate or graduate) enrolled at least part-time at an accredited institution. Undergraduates must be at least in their second year of college. Graduate Student in a Master’s program is preferred.</li> <li>• Maintain a cumulative GPA of 2.75 or above; must provide a copy of your current transcript.</li> <li>• Have some knowledge of the financial aid application process, different systems of higher education and admission requirements, A-G requirements and SAT/ACT registration process.</li> <li>• Excellent oral and written communication skills.</li> <li>• Be comfortable presenting in front of small and large audiences via virtual platforms.</li> <li>• Ability to demonstrate sensitivity and adaptability when working with diverse student and parent populations to accommodate to their needs.</li> <li>• Strong organizational skills and demonstrate ability to handle multiple tasks under pressure. Should be able to manage time effectively, work independently, prioritize tasks, and meet tight and frequent deadlines.</li> <li>• High degree of initiative and ability to work without constant supervision is required.</li> <li>• Able to work productively within a team structure.</li> <li>• Be responsible, punctual and honor the time set for work schedules, trainings, meetings, and events.</li> <li>• Ability to work remotely evenings and weekends, as needed, for advising, trainings, campus visits, and outreach events.</li> <li>• Maintain confidentiality of student information.</li> <li>• Strong computer skills, particularly email, Microsoft Office (Word, Excel, PowerPoint).</li> <li>• Must have access to strong WIFI in a designated, quiet, work-from-home space.</li> <li>• Understand and follow internet security guidelines and online code of conduct.</li> <li>• Adhere to FERPA regulations in order to ensure protection of student data.</li> <li>• Keep detailed log of work hours, students served and assignments completed in order to submit with timesheets.</li> <li>• Agree to and abide by the CSUF Telework Agreement.</li> <li>• Must clear criminal background check and fingerprinting with the Department of Justice.</li> </ul>
<b>SALARY:</b>	<b>\$14.00-\$15.00 per hour, depending on experience.</b>
<b>DEADLINE:</b>	Application review begins immediately. Open until filled.
<b>TO APPLY:</b>	<p><b>Please submit a completed application, resume, and unofficial transcript to <a href="mailto:nunezo@csufresno.edu">nunezo@csufresno.edu</a> or submit via Hire Fresno State at <a href="http://www.fresnostate.edu/studentaffairs/careers/hirefresnostate.html">http://www.fresnostate.edu/studentaffairs/careers/hirefresnostate.html</a></b></p> <p>For questions or for more information contact us at: Phone: 559.278.2276 Fax: 559.278.2322</p> <p>Visit the Auxiliary Human Resources page at: <a href="http://www.auxiliary.com">www.auxiliary.com</a> to locate and print job application.</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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