

California State University, Fresno Foundation

MENTORING SUPPORT SPECIALIST – STUDENT SUPPORT SERVICES PROGRAM (SSSD)

JOB ANNOUNCEMENT #22-344

POSITION SUMMARY:	<p>Part-time, non-benefited position with the TRiO Student Support Services/Disabilities program through the California State University, Fresno Foundation. This position will work approximately 20 hours per week. Under the general direction of the Learning Specialist of the TRiO Student Support Services/Disabilities Program (SSS/D), and in collaboration with the Access Specialists, the Mentoring Support Specialist position provides support and coordination to the Mentoring and Peer Support (MAPS) Program. MAPS is designed to meet the needs of students with Autism, ADD/ADHD, acquired brain injuries, learning disabilities, and other related challenges who are enrolled in the TRiO-SSS/D program and Services for Students with Disabilities office. The goal of the program is to provide assistance to these students in adjusting to university life, navigating the campus, attending classes regularly, maintaining good study skills, forming friendships, and participating in campus activities. The Mentoring Support Specialist is responsible for the ongoing recruitment, communication, evaluation and training for peer mentors; support for mentors and students with disabilities participating in the program; tracking and program data collection; coordination of mentoring events, and collaboration with campus identified point persons for providing services to this student group. It requires direct communication with the students both with and without disabilities and with various campus staff and faculty to provide resources and services.</p>
MAJOR DUTIES:	<p>The incumbent will be responsible for the following:</p> <ul style="list-style-type: none"> ● Work with the TRiO-SSS/D advisors and the SSD Access Specialists (AS) to develop and administer an outreach program to identify other students who may benefit from the program. ● Meet regularly with TRiO SSS/D advisors to identify and resolve student concerns related to the peer mentoring project. ● Coordinate the application process and recruitment activities designed to identify students willing to serve as peer mentors. ● Maintain MAPS program and training manual. ● Conduct direct training sessions for peer mentors and students participating in the program. ● Responsible for pairing a mentor with a student, based on an inventory of interests, personality, common majors, and interest in working with students with particular disabilities. ● Assist students with disabilities in completing required paperwork, solving disputes with peer mentors and providing referrals to the appropriate counselor when necessary. ● Meet with peer mentors bi-weekly throughout the semester assignment. ● Meet as needed with mentees of MAPS to determine progress and make referrals to AS and campus resources as needed. ● Maintain accurate records of MAPS including required paperwork, appointments, training and assignments, and other related records. ● Apply TRiO SSS/D and SSD policies and procedures for the coordination of the MAPS program. ● Develop and/or revise forms, brochures, and pamphlets used by the peer mentoring program. ● Represents the program at campus events where peer mentor services are explained. ● Provide orientation for peer mentoring services to eligible SSD students.. ● Compile statistics using the AIM and (BOT) BLUMEN systems and assist Program Coordinator in writing Division of Student Affairs and Enrollment Management (DOSAE) annual reports. ● Maintain guidelines put forth by the Department of Education ● Coordinate monthly mentoring events with MAPS 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> <p>Minimum:</p> <ul style="list-style-type: none"> ● Possess Bachelor's or working towards a degree in the following majors: Social Sciences, Psychology, Counseling, Education or related field. Working knowledge of procedures and practices related to service delivery to students with disabilities in post-secondary educational institutions. ● Excellent written and oral communication skills. ● Ability to draft and compose correspondence and standard reports. ● Ability to learn, interpret, apply and clearly communicate disability-related procedures, policies, information, ideas and instructions to students.

	<ul style="list-style-type: none"> • Ability to coordinate activities of students and peer mentors with accuracy, efficiency and confidentiality. • Ability to organize and plan for efficient handling of work and projects that involve multiple priorities. • Ability to relate skillfully and respectfully to diverse students with varying disabilities, faculty and staff • Ability to apply independent judgment, discretion and initiative to address problems and develop practical, thorough solutions. • Demonstrated ability to maintain cooperative and effective working relationships within the SSD office. • Ability to maintain accurate, confidential student files. • Expertise in using office software packages, technology and systems. • Ability to train others on new skills and procedures and provide lead work direction. <p>Preferred</p> <ul style="list-style-type: none"> • Knowledge of pertinent federal and state law, CSU system and campus regulations and policies pertaining to the delivery of services to students with disabilities • Experience in working with individuals on the Autism Spectrum and Related Challenges; • Ability to analyze complex situations, determine appropriate courses of action and appropriately apply policies in pressured situations
COMPENSATION:	\$16.50 per hour. This position is non-benefited.
DEADLINE:	Application review begins immediately; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ 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>Email 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.*

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.