

California State University, Fresno Foundation

PEER ACADEMIC COACH/TUTOR – TRIO STUDENT SUPPORT SERVICES-DISABILITIES JOB ANNOUNCEMENT #21-233

POSITION SUMMARY:	<p>Part-time (15 hours per week) non-benefited position with the TRiO Student Support Services-Disabilities program through the California State University, Fresno Foundation.</p> <p><i>Under the general direction of the Director of the TRiO Student Support Services-Disabilities Program (SSSD), the incumbent will provide one-to-one tutoring and/or coaching sessions for students who wish to make improvements in order to help them reach their academic goals. The PAC will work closely with students who have disabilities including physical, mental health disabilities, learning disabilities, and more.</i></p>
ESSENTIAL DUTIES:	<p><i>The incumbent will be responsible for the following:</i></p> <ul style="list-style-type: none"> ● Developing strong study skills ● Developing strong organizational skills ● Developing and improving time management skills ● Coordinate and Implement Individual and/or group tutoring sessions ● Identifying strengths and areas of improvement ● Implementing effective learning strategies based on subject/course ● Setting and achieving short term and long-term academic goals ● Aiding students in identifying adequate resources to remove the barriers that are preventing them from being successful ● Make appropriate referrals to on campus resources Communicate with TRIO SSS-D staff ● Track and report student interactions using an online data base ● Administer skills assessment and interpret student results ● Conduct and present academic workshops <p><i>Coaches/Tutors will also be responsible for:</i></p> <ul style="list-style-type: none"> ● Tailoring sessions to meet the individual needs of each student ● Developing and implementing tutoring sessions aligning to student needs ● Advocating for opportunities to ensure effective services are being provided ● Attending all necessary professional development trainings ● Special projects or 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"> ● Ability to provide tutoring services in group and individual settings. ● Upper Division Undergraduate student with knowledge in Mathematics, Writing, Psychology, Business, Biology with a verifiable 3.0 GPA ● Strong interpersonal skills with proven leadership and intrinsic motivational skills ● Excellent written and oral communication skills ● Ability to keep confidentiality ● 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 ● 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 ● Ability to maintain accurate student logs ● Familiarity or expertise in using office software packages, technology and systems ● Must pass a background check and have a valid driver license

	<p>Preferred</p> <ul style="list-style-type: none"> ● Experience in working with individuals with disabilities ● Ability to analyze complex situations, determine appropriate courses of action and appropriately apply policies in pressured situations ● Understanding of FERPA guidelines ● Former TRiO participant and/or individual with similar backgrounds as that of the students ● Experience conducting and presenting academic workshops
SALARY:	\$16.00 per hour.
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 part-time application. Application, resume, school schedule, and unofficial transcript may be mailed, emailed, or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Email: 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/admnserv/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.