

California State University, Fresno Foundation

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

POSITION SUMMARY:	<p>Part-time, non-benefited position with the TRiO Student Support Services-Disabilities program through the California State University, Fresno Foundation. Adjusting to college-level academics can be a struggle for many students. Some students perform very well in high school without studying and are surprised when they are not as successful, as they want to be, in college. Other students may find that they are able to prepare very well for some classes, but struggle to figure out the best way to study in other classes. Some students are happy with their progress, but are pushing themselves a little further to achieve their goals. Academic coaching can help in these situations.</p> <p>Academic Tutoring and Coaching is available for all undergraduate students with disabilities through the TRiO Student Support Services- Disabilities (SSS-D) Program. Professional staff members 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. Staff will work closely with students who have disabilities including physical, mental health disabilities, learning disabilities, and more. This position is funded to last until Friday, February 26, 2021.</p>
ESSENTIAL DUTIES:	<p>Under the general direction of the Director of the TRiO Student Support Services-Disabilities Program (SSSD), the incumbent will be responsible for the following. Typical duties include, but are not limited to:</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 ● Utilizing the on campus resources available for their success <p>Coaches/Tutors will also be responsible for:</p> <ul style="list-style-type: none"> ● Tailoring sessions to meet the individual needs of each unique 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 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

	<ul style="list-style-type: none"> • 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 • Former TRiO participant and/or individual with similar backgrounds as that of the students
SALARY:	\$16.00 per hour (15 Hours Per Week)
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 Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed 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.