

# California State University, Fresno Foundation

## PROJECT ASSISTANT – ENSEÑAMOS EN EL VALLE CENTRAL (TITLE V)

JOB ANNOUNCEMENT #21-217

<b>POSITION SUMMARY:</b>	<b>Part-time, undergraduate student position with the Enseñamos en el Valle Central Initiative through the California State University, Fresno Foundation.</b> Enseñamos en el Valle Central is a five-year, federally-funded Developing Hispanic Serving Institution (DHSI) collaboration focused on expanding cultivating pathways for future bilingual and Latina/o/x teachers beginning in high school and continuing through community college. Our efforts establish explicit partnerships with local community college campuses, which offer a pipeline into higher education among underrepresented, underserved students of Color and Latina/o/x communities in particular. This position will work 10-15 hours per week.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the direction and supervision of the Project Director, the Undergraduate Project Assistant will be responsible for assisting in project activities related to strengthening pathways for bilingual teacher candidates into Fresno State's Teacher Education program. The position has direct contact with faculty, students (high school and college), other campus staff, and members of the community. Responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Coordinating office duties including answering emails, taking and distributing messages, assisting with purchase, payment, and travel forms for the Fresno State Foundation.</li> <li>• Semi-monthly payroll</li> <li>• Event planning, record-keeping, project logistics (e.g., scheduling Zooms for meetings).</li> <li>• Preparing desktop published quality materials for bulk printing (brochures, posters, applications, intake forms and associated project materials).</li> <li>• Maintaining inventory of office supplies, equipment service, and expenses.</li> <li>• Maintaining program website and social media presence (time for training provided).</li> <li>• Creating and maintaining office and program files, preparing and processing correspondence, including weekly updates to internal reporting systems.</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 currently enrolled as an undergraduate student at California State University, Fresno in at least four (4) units in good academic standing. (Sophomore and Junior students preferred)</li> <li>• Minimum grade point average of 2.80</li> <li>• Must have an interest in Teacher Preparation and serving Latinx teacher candidates</li> <li>• Good oral and written communication skills</li> <li>• Knowledge of computer software, MS Office (word-processing, power-point, excel) and social media (knowledge of Adobe Creative Suite preferred)</li> <li>• Must have an interest in research, including learning how to collect, compile, analyze and evaluate data and make verbal or written presentations based on these data</li> <li>• Willingness to work evenings and weekends, as needed</li> </ul> <p><b>Preferred Skills:</b></p> <ul style="list-style-type: none"> <li>• Experience working with first-generation and Latinx student groups</li> <li>• Experience working with outreach or recruiting programs, and event planning</li> <li>• Experience with online and physical filing systems, suitable organizational skills</li> <li>• Good communication, presentation, interpersonal and networking skills</li> <li>• Bilingual (English/Spanish)</li> </ul>
<b>COMPENSATION:</b>	\$14.00 per hour.
<b>DEADLINE:</b>	<b>Application review begins immediately; open until filled</b>

<b>TO APPLY:</b>	<p>Students interested in this position should complete the following materials and submit to the following application site: <a href="https://forms.gle/uGsFuafJJu8UwGvH7">https://forms.gle/uGsFuafJJu8UwGvH7</a></p> <ul style="list-style-type: none"> <li>• 1-2 page resume (include contact information for two references)</li> <li>• 2-page cover letter highlighting experience and interest in working with Latinx students and teacher preparation, past experience relevant to expected responsibilities, any other unique contributions or areas of interest related to position</li> <li>• Writing sample (no more than 5 pages)</li> <li>• Incomplete applications will not be considered.</li> </ul> <p><b>Applications will be reviewed by the Project Director. Then, the applicants will be notified. For inquiries please notify Dr. Patricia D. López at <a href="mailto:pdlopez@csufresno.edu">pdlopez@csufresno.edu</a> or 559-278-011</b></p>
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## **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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