# Summer Job Announcement

## Resident Advisor

### Program Summary:
Educational Talent Search Programs are federally funded programs designed to provide 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.

### Program Dates:
- **July 10th, 2022 through July 22nd, 2022 (Residential Program)**
- May 24 through May 26, 2022 – Mandatory Training
- July 5 and 6 2022 RA Team Building - Mandatory Training

### Essential Job Functions:
Under the supervision of the Resident Supervisor and ETS staff, the incumbent will be responsible for the following duties:
- Supervise high school students in an academic and residential environment
- Be responsible for groups of students throughout the summer program
- Be able to guide students in conducting research and implementing a group project
- Maintain contact with your core group, Residential Supervisor and ETS Staff
- Collaborate and follow instructions as delegated by the Resident Supervisor and ETS staff
- Enforce dorm rules, carry out disciplinary procedures, and report situations to Program Director, Resident Supervisor or ETS staff
- Develop/assist in the development of engaging and purposeful evening activities for students in a residential setting
- Ability to develop and assist in the organization of activities for students
- Supervise students during meal times
- Attend and supervise college tour
- Maintain proper documentation & reports
- Conduct self in a professional manner and be a positive role model for students
- On call for 24 hours during the duration of the program
- Create a positive learning atmosphere for students and collaboration amongst colleagues
- Attend and contribute to regular staff meetings
- Other duties as assign.

### Qualifications & Experience:
- Must have completed at least two years of post-secondary education by the end of Spring 2022
- Minimum 2.50 GPA
- Have excellent leadership, supervisory, and interpersonal skills
- Have good writing and communication skills
- Experience working with students with diverse ethnic backgrounds, low-income and first-generation.
- Be flexible, 100% available, enthusiastic, and friendly
- Be familiar with laws relating to minors
- Will be fingerprinted for criminal record and must pass background check

### Salary:
$1,500 includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided.

### Deadline:
May 7, 2022 @ 5pm
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<th><strong>To Apply:</strong></th>
<th>Please submit a completed application, resume, and unofficial transcript to <a href="mailto:nunezo@mail.fresnostate.edu">nunezo@mail.fresnostate.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></th>
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<td>For questions or for more information contact us at: Phone: 559.278.2276  Fax: 559.278.2322</td>
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<td>Visit the Auxiliary Human Resources page at: <a href="http://www.auxiliary.com">www.auxiliary.com</a> to locate and print job application.</td>
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**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

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*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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