

California State University, Fresno Foundation

STUDENT COORDINATOR – ENSEÑAMOS EN EL VALLE CENTRAL (TITLE V)

JOB ANNOUNCEMENT #21-265

POSITION SUMMARY:	<p>Part-time, undergraduate student positions with the Enseñamos en el Valle Central Initiative through the California State University, Fresno Foundation. The Enseñamos en el Valle Central Initiative is a five (5) year, federally-funded Developing Hispanic Serving Institution (DHSI) collaboration focused on expanding cultivating pathways for future bilingual and Latina/o/x teachers. The mission of Enseñamos is to cultivate future Latina/o/x teachers in the Central Valley who embody a commitment to equity, liberation, justice and anti-racism. Enseñamos en el Valle Central is searching for tutors to support a cohort of 26 undergraduate Liberal Studies majors aspiring to be future educators.</p> <p>The Student Coordinator will support all efforts to educate the Fresno State community on the various intersecting Latino/a/x identities. Additionally, the student coordinator will support initiatives that aid in the fight towards dismantling systems of oppression experienced by Latino/a/x people and helping to build a sense of belonging among the undergraduate community. Under the direction of the Latino/a Program Coordinator and Title V/Enseñamos en el Valle Central Director, the incumbent will assist in planning, developing, and coordinating co-curricular programs and events such as lectures, discussion groups, workshops, film discussions, conferences, and other special events focusing on the Latino/a/x population. Students with an interest in addressing social injustices in the Latino/a/x community are highly encouraged to apply</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Project Director, the Student Coordinator will be responsible for the following. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Help develop, organize, and implement diverse campus-wide programming and services with a focus on Latino/a/x and intersectional related issues. • Develop curriculum and events that address disparities, cultural, and social justice issues from a Latino/a/x perspective. • Collaborate and meet with other programs and services at CCGC and the broader campus. • Co-facilitate and lead large scale programs such as: Cesar Chavez Celebration, Hispanic Heritage Month, La Posada, and Community Plática Series. • Lead a weekly peer to peer discussion group. • Create appealing advertisement/marketing for upcoming events. • General office duties (e.g. answering phones, greeting guests, filing, posting flyers etc.) • Help develop the content and delivery of monthly Latino/a/x newsletters. • Develop and administer post and pre-evaluations. • Prepare events materials, attendance tracking, registration, etc. • 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> <ul style="list-style-type: none"> • Must be currently enrolled as an undergraduate student at California State University, Fresno in at least four (4) units in good academic standing. • Good time management and ability to meet project deadlines. • Strong interpersonal, organizational and conflict management skills. • Good oral and written communication skills (bilingual; English/Spanish highly preferred) • Strong ability to multitask and project manage. • Experience using computer programs such as Microsoft Word, Excel, Power Point • Must have experience with social media (Instagram, Facebook, Twitter, Canva).
COMPENSATION:	<p>\$14.00 per hour.</p>

DEADLINE:	Application review begins immediately; open until filled.
TO APPLY:	<p>Students interested in this position should complete the following materials and submit to the following application site: https://forms.gle/sWD6ftehekZEKBDP9</p> <ul style="list-style-type: none"> ● 1-2 page resume (include contact information for two references) ● 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 ● Incomplete applications will not be considered <p>Applications will be reviewed by the Latina/o Program Coordinator and Title V/Enseñamos en el Valle Central Project Director. Then, the applicants will be notified. For inquiries please notify Deyanire Del Toro at ddeltoro@csufresno.edu or 559-278-8529</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.