

California State University, Fresno Foundation

ALUMNI EMPLOYMENT ASSISTANT - WAYFINDERS

JOB ANNOUNCEMENT #25-750

POSITION SUMMARY:	<p>Part-time, non-benefited position for the Wayfinders Program with the California State University, Fresno Foundation. The Wayfinders Program is an inclusive postsecondary program for young adults with intellectual and developmental disabilities (IDD), designed to foster independence and meaningful vocational experiences.</p> <p>The Alumni Employment Assistant will support Wayfinders graduates as they transition into independent employment and adult life. This role will focus on maintaining relationships with alumni, assisting with job development and placement, providing individualized job coaching, and cultivating partnerships with employers interested in hiring or developing paid internship opportunities for Wayfinders alumni.</p> <p>This position also includes administrative duties related to progress tracking and billing documentation. The Alumni Employment Specialist reports to the Vocational Specialist and works closely with the Wayfinders Vocational Team and Transition Coordinator to ensure graduates receive consistent post-program employment support.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Alumni Career Support <ul style="list-style-type: none"> ○ Provide individualized job development and job coaching for Wayfinders alumni seeking employment or career advancement. ○ Assist alumni in identifying and applying for employment opportunities that align with their skills, interests, and transportation options. ○ Offer on-site and virtual job coaching to ensure smooth onboarding, effective training, and workplace independence. ○ Maintain consistent check-ins with alumni and employers to monitor job satisfaction and performance. ○ Support alumni in navigating workplace issues, promoting self-advocacy, and maintaining positive relationships with supervisors and coworkers. • Employer Relations and Program Development <ul style="list-style-type: none"> ○ Develop and maintain partnerships with community businesses and campus departments to create employment and internship opportunities for Wayfinders alumni. ○ Educate employers on the benefits of inclusive hiring practices and the strengths of Wayfinders graduates. ○ Collaborate with employers to identify natural supports and workplace strategies that promote long-term success. ○ Plan and participate in employer appreciation and networking events to strengthen partnerships. • Alumni Engagement and Program Collaboration <ul style="list-style-type: none"> ○ Maintain ongoing communication with Wayfinders alumni, tracking employment status, career progress, and support needs. ○ Collaborate with Vocational Specialist, Transition Coordinator, Job Coaches, and Core Staff to align alumni support strategies with current program goals. ○ Contribute to alumni-focused initiatives such as job readiness workshops, career panels, or mentoring programs. • Administrative and Billing Support <ul style="list-style-type: none"> ○ Document all alumni contacts, employment updates, and job coaching hours in program databases. ○ Assist in maintaining billing records and verifying documentation for reimbursement or funding purposes. • Prepare progress reports and data summaries to track alumni employment outcomes.
POSITION REQUIREMENTS:	<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"> • Bachelor's degree in a related field preferred, or equivalent combination of education and experience.

	<ul style="list-style-type: none"> • Demonstrated passion for working with individuals with intellectual/developmental disabilities. • Strong communication and interpersonal skills, with the ability to develop trusting relationships with alumni, families, and employers. • Proven ability to promote program initiatives and cultivate new employer partnerships. • Excellent time management, documentation, and organizational skills. • Ability to work independently while collaborating effectively within a team environment. • Proficiency in Google Workspace and other administrative tools. • Reliable transportation and willingness to travel locally for employer visits and job coaching. <p>Preferred Skills</p> <ul style="list-style-type: none"> • Experience in job development, employment services, or vocational rehabilitation. • Knowledge of postsecondary transition programs and community-based employment supports. • Familiarity with billing processes and data tracking systems. • Experience in event planning or outreach activities.
SALARY/BENEFITS:	\$19.00 per hour. This is a part-time, non-benefited position.
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/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: wayfinders@mail.fresnostate.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.

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