

# California State University, Fresno Foundation

## MENTORING AND PEER SUPPORT SPECIALIST – STUDENT SUPPORT SERVICES DISABILITIES (SSS-D) JOB ANNOUNCEMENT # 23-527

<b>POSITION SUMMARY:</b>	Part-time, non-benefited position with the TRIO Student Support Services/Disabilities program through the California State University, Fresno Foundation. This position will work approximately 20 hours per week. Under the general direction of the Director of the TRIO Student Support Services/Disabilities Program (SSS-D), the Mentoring Support Specialist position provides support and coordination to the Mentoring and Peer Support (MAPS) Project. The peer mentoring project is designed to meet the needs of students with Autism, ADD/ADHD, traumatic brain injuries, learning disabilities, and other related challenges. The Mentoring Support Specialist is responsible for the ongoing recruitment, communication, evaluation, and training for peer mentors. It requires direct communication with the students both with and without disabilities and with various campus staff and faculty to provide resources and services.
<b>MAJOR DUTIES:</b>	<p>Under the general direction of the Director of the TRIO Student Support Services/Disabilities Program (SSS-D), the incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Conduct periodic needs assessment through consultation with students in the mentoring program who are currently served by the Office of Services for Students with Disabilities</li> <li>● Work with Academic Advisors and the SSD Access Specialists (AS) to develop and administer an outreach program to identify other students who may benefit from the program.</li> <li>● Coordinate the application process and recruitment activities designed to identify students willing to serve as peer mentors.</li> <li>● Conduct direct training sessions for peer mentors and students participating in the program</li> <li>● Conduct individual coaching sessions with student peer mentors; meet with peer mentors bi-weekly throughout the semester assignment</li> <li>● Meet as needed with mentees of the peer mentor project to determine progress and make referrals to AAS and campus resources as needed.</li> <li>● Responsible for pairing a mentor with a student, based on an inventory of interests, personality, common majors, and interest in working with students with particular disabilities</li> <li>● Assist students with disabilities in completing required paperwork, solving disputes with peer mentors, and providing referrals to appropriate counselor when necessary.</li> <li>● Maintain accurate records of MAPS including required paperwork, appointments, training and assignments, and other related records. All records are maintaining data in the program's database.</li> <li>● Apply TRIO SSS-D and SSD policies and procedures for the coordination of the MAPS program.</li> <li>● Meet regularly with advisors to identify and resolve student concerns related to the peer mentoring project.</li> <li>● Develop and/or revise forms, brochures, and pamphlets used by the peer mentoring program.</li> <li>● Represent the program at campus meetings where peer mentor services are explained.</li> <li>● Compile statistics using the AIM and BLUMEN systems and assist Program Director in writing Division of Student Affairs (DOSA) annual reports.</li> <li>● Maintain guidelines put forth by the Department of Education</li> <li>● Maintain peer mentor program and training manual.</li> <li>● Coordinate monthly mentoring events with MAPS participants.</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> <p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>● Possess Bachelor's Degree or working towards a degree in the following majors: Social Sciences, Psychology, Counseling, Education or related field. Working knowledge of procedures and practices related to service delivery to students with disabilities in post-secondary educational institutions.</li> <li>● Excellent written and oral communication skills.</li> <li>● Ability to draft and compose correspondence and standard reports.</li> <li>● Ability to learn, interpret, apply and clearly communicate disability-related procedures, policies, information, ideas and instructions to students.</li> <li>● Ability to coordinate activities of students and peer mentors with accuracy, efficiency, and confidentiality.</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to organize and plan for efficient handling of work and projects that involve multiple priorities.</li> <li>● Ability to relate skillfully and respectfully to diverse students with varying disabilities, faculty, and staff.</li> <li>● Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough solutions.</li> <li>● Demonstrated ability to maintain cooperative and effective working relationships within the SSD office.</li> <li>● Ability to maintain accurate, confidential student files.</li> <li>● Expertise in using office software packages, technology, and systems.</li> <li>● Ability to train others on new skills and procedures and provide lead work direction.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>● Knowledge of pertinent federal and state law, CSU system and campus regulations and policies pertaining to the delivery of services to students with disabilities</li> <li>● Experience in working with individuals on the Autism Spectrum and Related Challenges;</li> <li>● Ability to analyze complex situations, determine appropriate courses of action and appropriately apply policies in pressured situations.</li> <li>● Experience with CANVAS</li> </ul>
<b>SALARY:</b>	\$17.80 per hour. This position is non-benefited.
<b>DEADLINE:</b>	<b>Application review begins October 6, 2023; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> 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><b>Application &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></b></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*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**