

California State University, Fresno Foundation

PROGRAM ASSISTANT (UNIVERSITY INCLUSION) – WAYFINDERS

JOB ANNOUNCEMENT: #25-674

POSITION SUMMARY:	<p>Part-time, non-benefited position for the Wayfinders Program with California State University, Fresno Foundation. The Wayfinders Program is an inclusive postsecondary program for young adults with intellectual and developmental disabilities, designed to foster independence and meaningful educational experiences. The Program Assistant (University Inclusion [UI]) will provide support to the University Inclusion Coordinator (UIC). This role is essential in the facilitation of academic skill attainment for Wayfinders students.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Student Support:</p> <ul style="list-style-type: none"> • Oversee and assist students identified by the UIC in the development of their academic skillset in the college setting • Attend University class sessions to assist Wayfinders students identified as requiring additional specific, targeted, or otherwise extensive support(s) • Meet with Wayfinders students individually, or in small groups, to identify, model, and implement academic skills supplementary to general Domain support(s) • Provide targeted guidance and/or assistance to students with additional needs in planning and implementing classroom and/or educational goals • Collaborate with the UIC in the creation and implementation of Individual Learning Plans for students in need of individualized academic supports • Assist students requiring intensive academic support with accessing and utilizing assigned in-class accommodations from the Services for Students with Disabilities office • Support students who have demonstrated significant need through navigating University policies and procedures as the need arises, or at the direction of the UIC, working to ensure student understanding • Assist at-risk and/or high-risk students with accessing and utilizing campus resources and supports including, but not limited to; IT HelpDesk, Student Cupboard, DiscoverE, Learning Center, Dean of Students, etc. <p>Workshop Support:</p> <ul style="list-style-type: none"> • Assist UIC with the facilitation of Academic Success Workshops, ensuring students are supported with translating workshop lessons into practical, attainable classroom skills • Oversee and guide Academic Success Workshop coaches as they support students, with a focus on individual students with the greatest need of assistance • Assist identified students across all domain workshops to ensure support continuity as directed by the UIC <p>Program Responsibilities:</p> <ul style="list-style-type: none"> • Assist the UIC with development and implementation of domain benchmarks and data collection of student progress across all areas of the UI Domain • Facilitate Coach trainings as needed • Assist the UIC and Lead Coach in report and/or grant writing as needed • Collaborate with Lead Coaches, Coordinators/Specialists, and Case Managers as directed by the UIC • Assist the UIC with Quarterly Progress Report presentations as needed • Other duties as assigned
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"> • Associate's, or Bachelor's degree in Education, Child Development, Social Work, Psychology, or related field (equivalent experience will be considered).

	<ul style="list-style-type: none"> • Demonstrated passion for working with individuals with intellectual/developmental disabilities. • Availability to work Tuesdays and Thursdays • Exceptional communication and interpersonal skills with a talent for professional relationship-building. • Strong time management skills to coordinate multiple student supports simultaneously. • Robust knowledge of educational practices and academic coaching techniques. • Ability to multitask in a fast-paced environment and meet deadlines with accuracy. • Effective skills in interpreting and communicating University policies/procedures, information, pedagogical practices, and curricular concepts to diverse stakeholders including, but not limited to: students, families, staff, faculty, and/or governmental and private agencies. • Proven critical thinking and problem solving skills while working with students and personnel. • Proficiency with Google Workspace and/or Microsoft Office Suite
COMPENSATION:	\$21.00 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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