

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 14, 2024 through July 26, 2024 (Residential Program) July 8 and 9 2024 RA Team Building - Mandatory Training |
| Essential Job Functions: | <p>Under the supervision of the Resident Supervisor and ETS staff, the incumbent will be responsible for the following duties:</p> <ul style="list-style-type: none"> ● 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 web research on different colleges, careers and implementing a group project ● Maintain contact with your core group, Residential Supervisor and ETS Staff ● Collaborate and follow instructions as delegated by the ETS staff ● Enforce dorm rules, carry out disciplinary procedures, and report situations to Program Director and 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: | <ul style="list-style-type: none"> ● Must have completed at least two years of post-secondary education by the end of Spring 2024 ● 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: | \$2,000 includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided. |
| Deadline: | June 1, 2024 at 5:00 pm |
| To Apply: | <p>Please submit a completed application, resume, and unofficial transcript to nunezo@mail.fresnostate.edu or submit via Hire Fresno State at http://www.fresnostate.edu/studentaffairs/careers/hirefresnostate.html</p> <p>For questions or for more information contact us at: Phone: 559.278.2276 Fax: 559.278.2322</p> <p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for announcement and application.</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