

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 13, 2025 through July 25, 2025 (Residential Program) July 9 and 10 2025 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 2025 • 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:	May 23, 2025 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