

Summer Job Announcement

Resident Advisor



Educational Talent Search

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:	June 17th, 2024 through June 28, 2024 (Residential Program) June 11th through June 13th, 2024 – Mandatory Training
Essential Job Functions:	Under the supervision of the Resident Supervisor and ETS staff, the incumbent will be responsible for the following duties: <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 research and implementing a group project• Maintain contact with your core group, Residential Supervisor and ETS Staff• Collaborate and follow instructions as delegated by the Resident Supervisor and ETS staff• Enforce dorm rules, carry out disciplinary procedures, and report situations to Program Director, Resident Supervisor or 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 assigned
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:	\$ 2,000.00 includes training, parent/student orientation, residential program, Summer preparation and close out). Room and board provided.
Deadline:	May 10th, 2024
To Apply:	<p>Please submit a complete application, resume, cover letter, and at least three references. The application file can be found on the Auxiliary Human Resources page: https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html.</p> <p>Application materials can be emailed to: juanf@mail.fresnostate.edu</p> <p>For questions or more information, contact us at: Educational Talent Search-Porterville HC 2062, 100 E. College Ave. Porterville, CA 93257 Phone: 559.791.2293</p> <p><i>Non-Fresno State students can pick up the application at the address above and drop off all items listed as well.</i></p>