SUMMER ADVISOR

JOB ANNOUNCEMENT

FRESNO STATE.

CSAC | CALSOAP CENTRAL VALLEY CONSORTIUM

POSITION SUMMARY:	The Central Valley California Student Opportunity & Access Program (Cal-SOAP) is under the administrative direction of the California Student Aid Commission. The mission of Central Valley Cal-SOAP is "*to educate, empower, and encourage students and their families to access all opportunities to higher education.*" Summer Advisors will be responsible for facilitating presentations and lesson plans for high school students for subjects in financial literacy, mental health, college and career trajectories, study skills, and other topics as assigned. They will be available onsite and required to provide one-on-one advising, group advising, presentations and workshops about financial aid, the different systems of higher education, college application assistance, A-G requirements, career technical education (CTE), career exploration, WebGrant, and FSA ID creation. ***Summer Advisors must be available overnight, throughout the weekdays, and for weekend campus tour visits in a supervisory role of high school students.*** Summer Advisors must have excellent communication skills and be able to work in a team structure to lead high school juniors and seniors in the one-week summer leadership academy. Summer Advisors are expected to work effectively with students and parents from diverse ethnic and socioeconomic backgrounds. Summer Advisors will live in and share a dorm with other Summer Advisors in order to facilitate safety of students while providing programmatic support for Summer Academy.
PROGRAM DATES:	**Mandatory Training: June 12-16, 2023** **June 18 (Student Orientation and Parent Orientation)** **June 19, 2023, through June 23, 2023 (Dorm-stay Summer Academy)** **June 24 through June 25 (Campus Visit)**
ESSENTIAL JOB FUNCTIONS:	Under the general supervision of the Program Director and Administrative Engagement Assistant, the incumbent will be responsible for the following duties and are not limited to: ● Assist with the development and facilitation of summer program workshops and activities ● Supervise high school students progress in lesson plan and workshops ● Create a safe environment for students and be a positive role model ● Prepare and facilitate workshops on college awareness and planning, academic preparation, financial aid, and career exploration, in a culturally sensitive manner at areas served ● Must work in a team setting with the other Summer Advisors to carry out disciplinary procedures and communicate all conflicts and concerns to Cal-SOAP Director ● Must be able to follow instructions provided by the Program Director ● Maintain required documentation of students served and enter data into the Cal-SOAP database ● Assess student learning outcomes for workshops, presentations, and advising services provided ● Adhere to all policies and procedures established by Central Valley Cal-SOAP ● Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	*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.* ● Must be at least an undergraduate student in second year in college and enrolled in at least six (6) units **or** a graduate student enrolled in at least four (4) units at a college or university. Graduate Student in a Master's program is preferred ● Maintain a cumulative GPA of 2.70 or above; Must provide a copy of your transcript ● Demonstrate a financial need. Must provide a copy of your financial aid Student Aid Report showing your Expected Family Contribution ● Strong higher education awareness such as college admission and transfer requirements, financial aid application process, career technical education, and career exploration

	• Previous experience working for a residential summer program • Strong computer skills, particularly email and Microsoft Office (Word, Excel, Power Point, and google docs.) • Strong leadership & communication skills to guide and motivate students • Detail-oriented, able to articulate clearly in written and oral form • Able to work productively within a team structure • Ability to interact with diverse student populations and provide excellent student support services • Maintain confidentiality of student information
SALARY:	$2,000 (includes training, parent/student orientation, residential program, summer preparation and close-out). Room and board provided during Summer Residential Component.
DEADLINE:	**Application review begins immediately. The last day to apply is April 28, 2023.**
TO APPLY:	**Please submit a complete application, resume, Financial Aid Student Aid Report showing the Expected Family Contribution, and unofficial transcript. Please visit the Auxiliary Human Resources page at** https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html **for job announcement and application.** Fresno State students may submit their application, resume, and additional documents through Hire Fresno State at **fresnostate.edu/careers** or by e-mail to: **calsoap@mail.fresnostate.edu.** Non-Fresno State students should e-mail their application, resume, and additional documents to: **susanaf@mail.fresnostate.edu.**

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

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.