

California State University, Fresno Foundation

VOCATIONAL JOB PLACEMENT ASSISTANT – WAYFINDERS

JOB ANNOUNCEMENT: #25-673

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 vocational experiences. This role is essential in promoting the program to community partners, developing relationships, and securing internship opportunities for students. As the primary advocate for Wayfinders, the Vocational Job Placement Lead will connect with potential worksites to showcase the value of hosting Wayfinders students. This role serves as a key liaison between students, staff, and community employers, facilitating meaningful vocational experiences for program participants. This year-round position reports to the Vocational Coordinator and requires a proactive, persuasive communicator who thrives on relationship-building and can effectively present the program's mission to employers.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Worksite Development and Promotion</p> <ul style="list-style-type: none"> ● Serve as the primary representative of the Wayfinders program when engaging with community businesses and campus organizations. ● Actively promote the benefits of the program to potential worksites, emphasizing the value of providing internship opportunities to Wayfinders students. ● Build relationships with worksite supervisors, using persuasive communication to secure student placement opportunities. ● Schedule and conduct meetings, both in-person and virtual, to introduce the program and follow up on potential leads. ● Regularly visit current and prospective worksites to strengthen connections and maintain active partnerships. ● Collaborate with employers to identify roles suitable for Wayfinders students and create tailored Job FAQs and task pyramids for each placement. <p>Employer Relations and Student Integration</p> <ul style="list-style-type: none"> ● Act as the liaison between worksites and the vocational team to ensure a seamless placement process. ● Clearly communicate the roles of Wayfinders students and Job Coaches to worksite supervisors before placement. ● Address employer questions, concerns, and needs regarding hosting students, ensuring satisfaction and a successful partnership. ● Foster long-term relationships with employers by demonstrating the positive impact of the Wayfinders program on their operations and community. ● Collaborate with Vocational Specialists, Job Coaches, and Core Staff to assess student skills, interests, and placement opportunities. ● Assist with student job assignments and coordinate feedback from worksite supervisors for appraisals and other feedback opportunities. <p>Student and Career Support</p> <ul style="list-style-type: none"> ● Coach and support students in adapting to their worksite roles, breaking down tasks, and developing essential job skills. ● Conduct early touch-base meetings within a month of placement to ensure smooth transitions for both students and employers. ● Maintain and update student Career E-Portfolios with appraisals, pay stubs, and certifications to document progress. <p>Program Representation and Events</p> <ul style="list-style-type: none"> ● Organize and deliver appreciation gifts and events to recognize worksites, such as during National Disability Employment Awareness Month (NDEAM). ● Actively participate in community and campus events to promote the Wayfinders program and network with potential partners.

	<p>Team Collaboration and Administrative Work</p> <ul style="list-style-type: none"> ● Work closely with Vocational Specialists, Job Coaches, and Core Staff to align student skills and interests with placement opportunities. ● Attend monthly staff training sessions and contribute to program development initiatives. ● Ensure all records and documentation, such as attendance logs and appraisal forms, are submitted promptly. ● Monitor student progress through data collection and evaluation tools.
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> <p>Required Qualifications:</p> <ul style="list-style-type: none"> ● Bachelor’s degree in a related field or equivalent experience. ● Demonstrated passion for working with individuals with intellectual/developmental disabilities. ● Exceptional communication and interpersonal skills, with a talent for persuasive presentations and relationship-building. ● Proven ability to connect with diverse stakeholders and "sell" program benefits to community and business partners. ● Strong organizational and time-management skills to coordinate multiple worksite relationships simultaneously. ● Strong organizational, communication, and interpersonal skills. ● Ability to multitask in a fast-paced environment and meet deadlines with accuracy. ● Proficiency in Google Workspace and other administrative tools. ● Commitment to maintaining confidentiality and professionalism. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> ● Knowledge of vocational development and job coaching techniques. ● Experience in event planning and relationship management with community partners. ● Experience in sales, outreach, or advocacy roles, particularly in community-focused initiatives.
COMPENSATION:	\$20.00 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: auxiliary-hr@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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