

California State University, Fresno Foundation

TRAINING ASSISTANT – CENTER FOR IRRIGATION TECHNOLOGY

JOB ANNOUNCEMENT #24-595

POSITION SUMMARY:	<p>Full-time, benefited position with the Center for Irrigation Technology through the California State University, Fresno Foundation. This is a full-time, benefited position with the California State University Fresno Foundation, which provides employment and fiscal oversight for CIT programs, including the Advanced Pumping Efficiency Program (APEP). For over 20 years, APEP has provided classroom and field training, educational workshops, and technical support for pump users. The program provides virtual training and also conducts in-person events within the Pacific Gas and Electric (PG&E) territory and the Central Valley.</p> <p>The Training Assistant’s responsibility is to provide support to the CIT/APEP team to ensure the professional quality and content of the programming, including pre-training, day of training coverage, and post-training duties. The Training Assistant completes logistics such as acquiring, verifying, and reproducing digital files for curriculum and handouts, classroom set-up, including setting up audio-visual (AV) equipment and coordinating with trainers and event participants. Additionally, this position is responsible for coordinating, preparing, and administering all training evaluations, embedded evaluations, and pre-/post-testing materials for assigned training. For virtual training, the Training Assistant provides appropriate Zoom links, uploads necessary information into the Learning Management System and for all training events, records and tracks attendance, and closes out training within the system.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Program Specialist, the Training Assistant will be responsible for the following duties including, but not limited to:</p> <ul style="list-style-type: none">• Provide training support for in-person and/or virtual events including assistance to trainers and participants before, during, and after training sessions.• Maintain the training environment, including taking attendance and liaising with trainers prior to training to discuss curriculum duplication, AV needs, classroom set-up, handout needs, and log-in instructions.• Work with CIT and Fresno State staff to provide AV support for educational events including distributing, setting up, troubleshooting, tearing down, collecting, maintaining, and storing equipment.• Support staff during training sessions, including close-out and evaluation procedures.• Provide technical support as needed for both virtual and in-person training.• Provide post-training support, including closing out attendance, surveys, and closing training in the Learning Management System.• Upload and distribute survey results to trainers and follow up on any communication with the training event as needed.• Receive, copy, compile, process, and distribute training materials and curriculum for assigned training sessions.• Prepare, deliver, and submit all training evaluations, embedded evaluations, and pre/post testing materials for assigned training sessions, including distributing evaluation summaries to trainers.• Maintain accurate records and logs.• Provide educational and/or outreach assistance on average 2-3 days a week.• Maintain regular phone and written contact with trainers, stakeholders, program managers, and attendees as needed.• Operate a University vehicle in a safe and effective manner. Travel to off-site locations and adjust to a work schedule changes and requirements to work overtime.• Attend staff, training, and administrative meetings as assigned.• Assist in reporting requirements.• Assist in monitoring expenses and budgeting.• Other job-related duties as assigned

QUALIFICATIONS & EXPERIENCE:	<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:</p> <ul style="list-style-type: none"> • Bachelor’s degree in agriculture (or related field) or equivalent work experience; or a minimum of one (1) year of relevant work experience and/or training; or equivalent combination of education and experience • Experience in program support • Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Excel) • Fluency in cloud-based systems such as Google Docs, Box, Dropbox, Smartsheet, etc. • Experience using internet-based meeting systems (i.e., Zoom, WebEx, etc.) • Ability to learn how to use video editing/duplication software and associated hardware/equipment • Excellent verbal and written communication skills • Strong customer service skills • Ability to troubleshoot problems independently with trainers/trainees in training/classroom settings. • Ability to manage multiple projects, deadlines, and workflows and manage time effectively and efficiently. • Ability to multitask and work well in a fast-paced environment. • Demonstrated experience working in collaboration with other professionals. • Ability to edit and synthesize material from other staff and trainers • Must possess a valid driver’s license and reliable method of transportation as travel is required throughout the state. Mileage for travel to training events will be reimbursed in accordance with Foundation policies and procedures. • Ability to work on weekends and evenings, depending on program needs. <p>Preferred:</p> <ul style="list-style-type: none"> • Ability to speak and write in Spanish • Agricultural experience • Experience with video editing and duplication software and associated hardware and equipment
SALARY/BENEFITS:	\$3,052 - \$3,815.00 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>April 12, 2024</u>. Position will remain 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: HRAUX@LISTSERV.csufresno.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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