

### Summer Job Announcement

#### Resident Advisor

<p><b>Program Summary:</b></p>	<p>The College Assistance Migrant Program (CAMP) at California State University is a federally funded program designed to provide support and retention services to students who come from migrant or seasonal farmworker families. CAMP is committed to providing access, orientation, academic, retention, personal, and financial assistance to their entering freshman students. During the summer, CAMP hosts Summer Programs in collaboration with feeder school districts in order to provide 9th-12th grade students with the opportunity to earn academic credits and take college and career readiness classes. These programs allow students to obtain an insight to higher education while enhancing their academic skills and leadership development.</p>
<p><b>Program Dates:</b></p>	<p><b>June 9<sup>th</sup>, 2024, through June 15<sup>th</sup>, 2024 (1-Week Residential Program)</b>  <b>June 10<sup>th</sup>, 2024, through July 3<sup>rd</sup>, 2024 (3.75-Week Residential Program)</b>  <b>June 24<sup>th</sup>, 2024, through July 19<sup>th</sup>, 2024 (4- Week Residential Program)</b>          May 21<sup>nd</sup> through May 24<sup>th</sup> and June 1<sup>st</sup>, 2024 – Mandatory Training (Tentative)          May 21<sup>st</sup> and May 23<sup>rd</sup>, 2024 – Mont Co. Student &amp; Parent Summer Program Orientations (Tentative)</p>
<p><b>Essential Job Functions:</b></p>	<p>Under the supervision of the CAMP Director, program coordinators and CAMP staff, the resident advisor(s) will be responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Based on university guidance, the position would be onsite. This position will require you to work in person and stay onsite and available when on-call</li> <li>• On call for 24 hours during the duration of the program</li> <li>• Supervise high school students in an academic and residential environment.</li> <li>• Be responsible for assigned groups of students throughout the summer</li> <li>• Maintain effective communication and collaborate with coordinators, teachers, tutors, parents, collaborators, and CAMP staff; communication will be set up via cell phone and group chat</li> <li>• Collaborate and follow instructions as delegated by the program Coordinators, CAMP staff, and parents as needed</li> <li>• Work closely with academic staff to ensure students' engagement during class and assist during tutoring time as needed</li> <li>• Enforce dorm rules, ensure students' safety, carry out disciplinary procedures, and report all situations to the Program Coordinators and CAMP staff</li> <li>• Conduct wellness check-ins with students throughout the course of the summer and refer to appropriate services on campus as needed</li> <li>• Develop/assist in the implementation and supervision of engaging and purposeful evening activities for students in a residential setting including, but not limited to leadership development, cultural awareness, and career readiness presentations</li> <li>• Supervise students during mealtimes, activities, and events and keep an inventory of meal sign-in sheets and schedules</li> <li>• Maintain proper documentation &amp; reports about the overall development and participation of their student group throughout the summer. Include all of this information in the end-of-summer report</li> <li>• Conduct yourself in a professional manner and be a positive role model for student</li> <li>• Create a positive and engaging learning atmosphere for students</li> <li>• Attend and contribute to regular staff meetings and collaborate amongst colleagues.</li> <li>• Other duties as assigned</li> </ul>
<p><b>Qualifications &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Must have completed at least two years of postsecondary education by the end of Spring 2024</li> <li>• Minimum 2.70 GPA</li> <li>• Have excellent leadership, supervisory, and interpersonal skills</li> <li>• Have proficient writing and communication skills</li> <li>• Experience working with students from diverse ethnic backgrounds, low-income, and first-generation.</li> <li>• Preference will be given to students who have experience working with migrant backgrounds or farm-working students/families</li> <li>• Be flexible, 100% available, enthusiastic, and friendly</li> <li>• Be familiar with laws relating to minors and CPS knowledge</li> <li>• Will be fingerprinted for criminal record and must pass a background check; must submit negative TB test completed within past 4 years.</li> </ul>

<b>Salary:</b>	<b>\$1,600</b> for 1wk residential program and up to <b>\$840</b> for training, summer preparation and closeout. <b>\$4,800</b> for 3.75wk residential program and up to <b>\$840</b> for training, summer preparation and closeout. <b>\$5,160</b> for 4wk residential program and up to <b>\$900</b> for training, parent/student orientation, summer preparation, and closeout. <b>Room and board are provided during the Summer Residential Component.</b>
<b>Deadline:</b>	<b>Monday, April 12<sup>th</sup>, 2024 at 11:59pm</b>
<b>To Apply</b>	<p>Job announcement and application can be found on the Auxiliary Human Resources website: <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> or can be picked up from our office (address below)</p> <p><b>Please submit a completed Auxiliary employment application, resume, cover letter, and unofficial transcript. A minimum of three references are required for consideration.</b></p> <p style="text-align: center;">College Assistance Migrant Program at Fresno State University Student Union #301 5280 N. Jackson MS SU 61 Fresno, CA 93740-8023 Phone: 559.278.4768</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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C.A.M.P. is a department within the Division of Student Affairs and Enrollment Management.