

California State University, Fresno Foundation

ACADEMIC TUTOR - CAL-SOAP JOB ANNOUNCEMENT #18-916

POSITION SUMMARY:	<p>Academic Tutor, part-time, up to 20 hours per week, 2018-2019 academic year position for the Central Valley California Student Opportunity & Access Program (Cal-SOAP), under the administrative direction of the California Student Aid Commission. The mission of Central Valley Cal-SOAP is <i>“to educate, empower, and encourage students and their families to access all opportunities to higher education.”</i> In order to qualify as a Cal-SOAP Academic Tutor, applicants must be enrolled in a 2-year college or 4-year university and demonstrate the ability to tutor one or more of the following core subjects: English, Math, Science, History, or English Learner Classes at the 9-12th grade level. Academic Tutors are responsible for providing tutorial assistance to high school students during class and after school through one-on-one sessions and/or small groups. Areas served: Kerman, Tranquillity, Mendota, and Firebaugh.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Project Director and Program Coordinator, the incumbent will be responsible for the following duties but are not limited to:</p> <ul style="list-style-type: none"> • Recruit students by determining student eligibility, assessing students’ educational needs, and collecting Cal-SOAP student applications as needed. • Provide tutoring services during classroom time as well as recruit students to attend tutoring sessions during lunch, before school, and after school. • Actively engage students and help them develop study skills by applying tutoring methods and learning styles. • Provide study skills, note taking strategies, and time management skills to students through workshops and/or tutorial sessions. • Build and maintain working relationships by communicating effectively in written and oral form with teachers, counselors, administrative staff, students, parents, Cal-SOAP, and other outreach programs. • Represent Cal-SOAP at Back to School Nights, Open House, Parent Nights, or community outreach events. • Mandatory participation in all training sessions and monthly staff meetings. • Assist the program coordinator and peer advisors with recruiting students for program events such as College & Career Day, Cash 4 College, and college campus visits. • Assist with financial aid applications and college applications as needed. • Maintain required documentation of students and enter data into the Cal-SOAP database as needed. • Work in a team setting to minimize duplication of services and respond effectively to students’ needs. • Be efficient and responsible; Tutors are required to be punctual and honor the time set for work schedules, staff meetings, events, and trainings. • Adhere to all policies and procedures established by Central Valley Cal-SOAP and the school site(s) assigned. • Be available on weekends for trainings, campus visits, and outreach events. • Other 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> <ul style="list-style-type: none"> • Must be an undergraduate student (at least in second year of college) and enrolled in at least six (6) units or a graduate student enrolled in at least four (4) units at a community college or university • Maintain a cumulative GPA of 2.75 or above. Must provide a copy of your transcript. • Ability to in one or more of the following subjects: Math, English, Science, History, and English Learner Classes. • Demonstrate a financial need. Must provide a copy of your financial aid SAR or Student Aid Report showing your EFC or expected family contribution. • Must possess a valid California Driver’s license and reliable transportation with auto insurance coverage. • Demonstrate some knowledge of tutoring techniques, learning styles, how to assess tutorials, and a-g requirements. • Strong computer skills, particularly email and Microsoft Office (Word, Excel, Power Point, and google docs.) • Strong leadership & communication skills to recruit, tutor, and motivate students. • Detail oriented, able to articulate clearly in written and oral form. • Able to work productively within a team structure. • Demonstrate adaptability/flexibility by being aware and accommodating the varied needs of students. • Ability to interact with diverse student populations and provide excellent student support services. • Maintain confidentiality of student information.

SALARY:	\$13.00 per hour.
DEADLINE:	Application review begins immediately; Open until filled.
TO APPLY:	<p>Please submit a complete Auxiliary application, resume, Financial Aid Award Notification Letter and unofficial transcript. Visit the Human Resources page at: www.auxiliary.com to locate and print job application or obtain employment application at:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed 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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