

Summer Job Announcement

Resident Advisor



Educational Talent Search

Program Summary:	Educational Talent Search (ETS) Programs are federally funded programs designed to provide academic services to first-generation and/or low-income college bound high school students. ETS provides students with the necessary support and assistance to persist in high school and encourage and motivate them to enroll into a post-secondary institution. During the summer, ETS provides students with academic skills development and career exploration. Students will also develop leadership and team building skills.
Program Dates:	July 7th, 2019 through July 19th, 2019 (Residential Program) May 21 st through May 24 th , 2019 – Mandatory Training July 2 nd and 3 rd 2019 RA Team Building - Mandatory Training
Essential Job Functions:	Under the supervision of the Resident Supervisor and ETS staff, the incumbent will be responsible for the following duties: <ul style="list-style-type: none">• Supervise high school students in an academic and residential environment• Be responsible for groups of students throughout the summer program• Be able to guide students in conducting research and implementing a group project• Maintain contact with your core group, Residential Supervisor and ETS Staff• Collaborate and follow instructions as delegated by the Resident Supervisor and ETS staff• Enforce dorm rules, carry out disciplinary procedures, and report situations to Program Director, Resident Supervisor or ETS staff• Develop/assist in the development of engaging and purposeful evening activities for students in a residential setting• Ability to develop and assist in the organization of activities for students• Supervise students during meal times• Attend and supervise college tour• Maintain proper documentation & reports• Conduct self in a professional manner and be a positive role model for students• On call for 24 hours during the duration of the program• Create a positive learning atmosphere for students and collaboration amongst colleagues• Attend and contribute to regular staff meetings• Other duties as assign.
Qualifications & Experience:	<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> <ul style="list-style-type: none">• Must be enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad),• Must have completed at least two (2) years of post-secondary education by the end of Spring 2019• Minimum 2.50 GPA• Have excellent leadership, supervisory, and interpersonal skills• Have good writing and communication skills• Experience working with students with diverse ethnic backgrounds, low-income and first-generation.• Be flexible, 100% available, enthusiastic, and friendly• Be familiar with laws relating to minors• Will be fingerprinted for criminal record and must pass background check
Salary:	\$ 1,500 includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided.
Deadline:	April 26, 2019 by 4:30 pm

To Apply:

Application must be submitted through HireTopDogs visit www.fresnostate.edu/studentaffairs/careers and click on the HireFresnoState Student Log in Link. Resume, cover letter, and at least 3 references must be included. For questions or for more information contact us at:

Educational Talent Search Programs at Fresno State
University Center Room 127
5240 N. Jackson Avenue M/S UC59
Fresno, CA 93740-8023

Phone: 559.278.2276 Fax: 559.278.2322

Non-Fresno State students can pick up the application at the address above and drop off all items listed as well.

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

The Educational Talent Search Program is a department within the Division of Student Affairs and Enrollment Management