

ONLINE ACADEMIC TUTOR – Cal-SOAP

JOB ANNOUNCEMENT #20-119

Central Valley California Student Opportunity and Access Program

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| <p>POSITION SUMMARY:</p> | <p>Online Academic Tutor – 2020-21 part-time (12-20 hours per week) position with the Central Valley California Student Opportunity & Access Program (Cal-SOAP), under the administrative direction of the California Student Aid Commission (CSAC). The mission of Central Valley Cal-SOAP is “to educate, empower, and encourage students and their families to access all opportunities to higher education.” Online Academic Tutors are responsible for providing individual and small group tutoring and homework assistance online, in virtual classrooms and after-school learning environments. Online Academic Tutors are assigned to multiple classes in one or more of the following 9-12th grade core subject areas: English, Math, and Science, History, and/or English Learner classes. Online Academic Tutors are required to work closely with high school teachers, after-school coordinators, and school administrators to provide youth with academic support. Online Academic Tutors are expected to work effectively with students from diverse ethnic and socioeconomic backgrounds. School sites served by Central Valley Cal-SOAP are Kerman, Mendota, Tranquillity and Firebaugh High Schools. No Travel to School Sites Required.</p> |
| <p>ESSENTIAL JOB FUNCTIONS:</p> | <p>Under the general supervision of the Project Director and Program Coordinator, the incumbent will be responsible for the following. Duties include, 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 online tutoring services during synchronous/virtual classroom time, as well as recruit students to attend tutoring sessions during asynchronous learning time, including after school, before school, evenings and weekends. • Identify and refer students that require higher-level tutoring assistance. • Help resolve technical or connectivity issues. • 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 with teachers, counselors, administrative staff, students, parents, Cal-SOAP staff, and other academic support program staff. • Represent Cal-SOAP at virtual parent nights, online financial aid workshops, and remote outreach events. • Attend and actively participate in all mandatory training sessions and monthly staff meetings. • Assist the Program Coordinator and Peer Advisors with recruiting students for program events such as Cash for College workshops, virtual college campus visits, virtual camps and College & Career Day. • Assist with financial aid 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 and collaborate with program partners in order to minimize duplication of services and respond effectively to students’ needs. • Adhere to all policies and procedures established by CSUF, Central Valley Cal-SOAP and the school site(s) assigned. • Other duties as assigned. |
| <p>QUALIFICATIONS & EXPERIENCE:</p> | <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 a current college student (undergraduate or graduate) enrolled at least part-time at an accredited institution. Undergraduates must be at least in their second year of college. • Maintain a cumulative GPA of 2.75 or above; must provide a copy of your current transcript. • Demonstrate a financial need; must provide a copy of your Student Aid Report (SAR) showing your Expected Family Contribution (EFC). • Must have access to strong WIFI in a designated, quiet, work-from-home space. • Understand and follow internet security guidelines and online code of conduct. • Adhere to FERPA regulations in order to ensure protection of student data. • Keep detailed log of work hours, students served and assignments completed in order to submit with timesheets. • Agree to and abide by the CSUF Telework Agreement. |

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| | <ul style="list-style-type: none"> • Ability to tutor in one or more of the following subjects: Math, English, Science, History, and/or English Learner Classes. • Demonstrate some knowledge of tutoring techniques, learning styles/patterns, how to assess students' comprehension of academic concepts, and A-G requirements. • Excellent oral and written communication skills. • Be comfortable presenting in front of small and large classes in an online setting. • Ability to demonstrate sensitivity and adaptability when working with diverse student and parent populations to accommodate to their needs. • Strong organizational skills and demonstrate ability to handle multiple tasks under pressure. Should be able to manage time effectively, prioritize tasks, and meet tight and frequent deadlines. • High degree of initiative and ability to connect with high school students. • Able to work productively within a team structure. • Be responsible, punctual and honor the time set for work and class schedules, trainings, meetings, and events. • Ability to work remotely evenings and weekends, as needed, for tutoring, trainings, campus visits, and outreach events. • Maintain confidentiality of student information. • Strong computer skills, particularly email, Microsoft Office (Word, Excel, PowerPoint), and G Suite. • Must clear criminal background check and fingerprinting with the Department of Justice. |
| SALARY: | \$13.00-\$15.00 per hour, depending on experience. |
| DEADLINE: | Application review begins immediately. Open until filled. |
| TO APPLY: | <p>Please submit a complete Auxiliary application, resume, financial aid Student Aid Report showing the Expected Family Contribution, 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>Fresno State students may submit their application, resume, and additional documents through HireFresnoState at fresnostate.edu/careers or by e-mail to: sandrajones@csufresno.edu</p> <p>Non-Fresno State students should e-mail their application, resume, and additional documents to: sandrajones@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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