

ONLINE PEER ADVISOR – Cal-SOAP

JOB ANNOUNCEMENT #20-120

Central Valley California Student Opportunity and Access Program

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| <p>POSITION SUMMARY:</p> | <p>Online Peer Advisor – 2020-2021 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 Peer Advisors are responsible for providing individual and group advising, presentations, and workshops to high school students in the areas of financial aid literacy and assistance, college application assistance, academic preparation, and career exploration in a virtual learning environment. Online Peer Advisors must have excellent communication skills and be able to work remotely in a team structure with an assigned high school site. Online Peer advisors are expected to work effectively with students and parents 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 advising services online to high school students on financial aid awareness and planning, college awareness and planning, academic preparation, and career exploration, in a culturally sensitive manner. • Facilitate financial aid workshops and meet with students individually online to ensure FAFSA/Dream Act completion, review transcripts to ensure fulfillment of A-G requirements, assist with SAT/ACT registration, provide college application assistance, provide presentations on the different systems of higher education and admission requirements, and organize and facilitate monthly workshops on the different Career Technical Education (CTE) sectors. • Recruit students to attend virtual events such as Cash for College workshops, college campus visits, College & Career Day, educational conferences, outreach events, and Cal-SOAP’s Summer Academy. • Build and maintain working relationships with teachers, counselors, administrative staff, students, parents, Cal-SOAP staff, college professionals, and other outreach program staff. • Represent Cal-SOAP at virtual financial aid workshops, parent nights, and community outreach events. • Attend and actively participate in all mandatory training sessions and monthly staff meetings. • 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. • Help resolve technical or connectivity issues. • 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. Graduate Student in a Master’s program is preferred. • 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). • Have some knowledge of the financial aid application process, different systems of higher education and admission requirements, A-G requirements, CTE sectors, and SAT/ACT registration process. • Excellent oral and written communication skills. • Be comfortable presenting in front of small and large audiences via virtual platforms. • Ability to demonstrate sensitivity and adaptability when working with diverse student and parent populations to accommodate to their needs. |

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| | <ul style="list-style-type: none"> • Strong organizational skills and demonstrate ability to handle multiple tasks under pressure. Should be able to manage time effectively, work independently, prioritize tasks, and meet tight and frequent deadlines. • High degree of initiative and ability to work without constant supervision is required. • Able to work productively within a team structure. • Be responsible, punctual and honor the time set for work schedules, trainings, meetings, and events. • Ability to work remotely evenings and weekends, as needed, for advising, 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 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. • 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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