

# California State University, Fresno Foundation

## TRAINING ASSISTANT – BAY AREA ACADEMY JOB ANNOUNCEMENT #17-859

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position for the California State University, Fresno Foundation.</b> The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University Fresno. The California State University Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IVE eligible agencies in 12 Bay Area counties.</p> <p>The Training Assistant is responsible for pre-training and day of training logistics such as duplication of curriculum and handouts, classroom set-up, setting up A/V equipment, and communicating with trainers and training participants. Additionally, this position is responsible for the coordination, preparation and administration of all training evaluations, embedded evaluations and pre/post testing materials for assigned trainings. The Training Assistant works within a team of Training Assistants to provide in-person training support services to 12 county social service agencies. This position is located at Bay Area Academy Central Office in Berkeley, California (2600 Tenth St., Berkeley, CA 94710).</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general direction of the Training Operations Supervisor, this position is responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Training Support: provide on-site assistance to trainers and training participants on assigned training days.</li> <li>• Training Environment: liaise with trainers prior to the training to discuss curriculum duplication, A/V, classroom set-up and handout needs.</li> <li>• Post training: collect attendance and close trainings in the Academy’s Learning Management System (LMS) database.</li> <li>• Curriculum and Organization duties: Responsible for the process of receiving, copying, compiling, processing and distribution of training materials and curriculum for assigned trainings.</li> <li>• Responsible for the preparation, delivery and submission of all training evaluations, embedded evaluations and pre/post testing materials for assigned trainings, including distribution of evaluation summaries to trainers and recording summaries in the Academy’s LMS database.</li> <li>• Regular phone and written contact with trainers, county staff, and all Academy staff.</li> <li>• Reliable vehicle due to frequent travel to training sites, as well as a valid driver’s license with a driving record in good standing.</li> <li>• Can be home or office based, depending on program need.</li> <li>• Provides classroom coverage on average 3 to 4 days a week.</li> <li>• Ability to work on weekends and evenings, depending on program need.</li> <li>• Attend BAA staff meetings and other meetings.</li> <li>• Attend Training Team and Administrative Team meetings.</li> <li>• Other duties as assigned</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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> <p><b>Minimum:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree (B. A.) from a four (4) year college or university; or one (1) to two (2) years related experience and/or training; or equivalent combination of education and experience.</li> <li>• Experience in program support</li> <li>• Experience in mentoring and developing staff</li> <li>• Demonstrated professional writing and speaking skills</li> <li>• Fluency in computer skills, including spreadsheets and word-processing</li> </ul>

	<ul style="list-style-type: none"> <li>• Fluency in cloud based systems such as Google docs, Box, Dropbox, Smartsheet, etc</li> <li>• Ability to manage multiple projects, deadlines and workflows</li> <li>• Demonstrated experience in working in collaboration with other professionals</li> <li>• Ability to edit and synthesize material from other staff</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Social Services background desirable</li> </ul>
<b>COMPENSATION:</b>	\$3,333.33-\$3,583.33/month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include vacation, sick, holiday pay, health, dental, vision, life and 401(k).
<b>DEADLINE:</b>	<b>Application review begins September 12, 2017; open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b></p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*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**