

California State University, Fresno Foundation

TRAINING ASSISTANT (SFTP) – BAY AREA ACADEMY JOB ANNOUNCEMENT #16-714

POSITION SUMMARY:	<p>50% time (20 hours per week), benefited position for the California State University, Fresno Foundation. 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. The Training Assistant is the administrative support for the Bay Area Academy, and will focus primarily on the Parenting for Permanency College, a program within the San Francisco Training Project that provides pre service training to prospective Resource Families. This position is responsible for pre-training and day of training logistics such as collecting registration, flyer creation, curriculum duplication, classroom set-up, setting up A/V equipment, interacting with trainers and training participants. Additionally, this position is responsible for the coordination and preparation of all CalSWEC embedded evaluation and pre/post testing materials. There is some travel within the Bay Area region with main office assignment at 170 Otis San Francisco 6th floor. This position will require work on some evenings and weekends.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Parenting for Permanency College Training Specialist, this position is responsible for the following duties:</p> <ul style="list-style-type: none"> • Training Support: provide on-site assistance • Training Environment: liaise with trainers to discuss A/V needs, classroom set-up, handout format • Curriculum and Organization duties: collects county registration, supports the process of receiving, compiling, processing and distribution of training materials and curriculum. • Maintains workstation in home office. • Regular phone and written contact with trainers, county staff, CalSWEC, and Academy staff • Attend BAA staff meetings and other meetings as assigned by the Training Specialist. • Attend Training Team and Administrative Team meetings. • Other duties as assigned
POSITION REQUIREMENTS:	<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"> • Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. • Spanish language fluency preferred • Frequent travel within the 12 Bay Area Counties; Valid CA driver's license, reliable vehicle and insurance required • Experience in program coordination and management • Demonstrated organizational and multi-tasking skills • Ability to communicate in a friendly and professional manner with all Academy and County staff • Ability to work independently with minimal supervision • Ability to develop and follow through on an agreed upon work plan • Demonstrated professional writing and speaking skills • Fluency in computer skills, including spreadsheets and word-processing • Demonstrated experience in working in collaboration with other professionals • Ability to edit and synthesize material from other staff • Experience in maintaining confidentiality as appropriate when dealing with staff training issues • Social Services background desirable • Basic knowledge of Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat

COMPENSATION:	\$1,600-\$1,700/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).
DEADLINE:	Application review begins April 28, 2016; open until filled.
TO APPLY:	<p>Please visit the Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</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 & resume to: HRAUX@LISTSERV.csufresno.edu</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.

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