

California State University, Fresno Foundation

ACADEMIC TUTOR – CAL-SOAP

JOB ANNOUNCEMENT #21-229

POSITION SUMMARY:	<p>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 <i>“to educate, empower, and encourage students and their families to access all opportunities to higher education.”</i> Academic Tutors are responsible for providing individual and small group tutoring and homework assistance, in virtual classrooms and after-school learning environments. 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. Academic Tutors are required to work closely with high school teachers, after-school coordinators, and school administrators to provide youth with academic support. 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. Some Travel to School Sites Required.</p>
ESSENTIAL JOB FUNCTIONS:	<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 tutoring services during in-classroom time, as well as recruit students to attend tutoring sessions after school, and/or assist them with the tutor.com platform for use after hours. • 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 and in-person 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.
QUALIFICATIONS & EXPERIENCE:	<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</i></p>

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- 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 and in-person 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.

COMPENSATION: \$14.00-\$15.00 per hour, DOE.

FILING DEADLINE: Application review begins immediately; Open until filled.

TO APPLY: Please visit the Auxiliary Human Resources page at <http://www.auxiliary.com/auxhr/jobs.html> for job announcement and application. Please submit a complete Auxiliary application, resume, financial aid Student Aid Report showing the Expected Family Contribution, and unofficial transcript. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno
 Auxiliary Human Resources
 2771 E. Shaw Ave. (there is no suite number)
 Fresno, CA 93710 Fax: (559) 278-0988

Email completed application & resume to: HRAUX@LISTSERV.csufresno.edu

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/admnserv/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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