

California State University, Fresno Foundation

ACADEMIC SPECIALIST – UPWARD BOUND

JOB ANNOUNCEMENT #16-707

POSITION:	ACADEMIC SPECIALIST - Full-time, benefited position with the Upward Bound (UB) Program through the California State University, Fresno Foundation.
SUMMARY:	Upward Bound is a federally funded program that has served high school, low-income and first generation students since 1980. It provides intensive academic instruction, academic advising, tutorial assistance, skills curriculum, career orientation and exploration, and a variety of other services that assist students from Edison & both Madera high schools. The overall mission of the program is two-fold: to provide students with the necessary support and resources to persist in high school and to motivate, encourage & ensure enrollment in post-secondary education. During the summer, a six-week residential program is offered to enhance students' academic performance and career development.
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Project Director, the Academic Specialist will be responsible for the following. Typical duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Plan, develop, coordinate and execute the academic year & summer instructional components of the program • Assess students' educational needs & develop strategies to monitor students' academic progress • Assist students with study skills, time management skills and implementation of their Educational Plans (EP) • Develop testing, instructional support, and personal development workshops • Work with high school instructors & counselors in organizing, planning, and developing instructional assistance for UB students • Provide assistance with college admissions, financial aid, scholarships, and career development • Assess and conduct learning styles inventories for program participants • Coordinate instructional support activities during the academic year and summer residential component • Coordinate speakers and mentoring activities • Supervise after school tutorial sessions • Develop & implement monthly Saturday college conferences • Monitor and track the attendance and academic progress of UB participants throughout their high school & college years • Meet recruitment of students into the program, make presentations and interview students and parents • Collect student applications, assist with screening of students for program eligibility and submit participant recommendations to the Director • Assist in the development & implementation of parent workshops • Organize and oversee campus visits • Develop and maintain positive working relationships with community and target school personnel • Hire, train, supervise and evaluate teachers, tutors and other summer residential staff • Provide general assistance to the Upward Bound Director in developing and improving services to program participants • Attend staff meetings, trainings, and in-services related to program regulations and district policies • Assist with the completion and submission of the annual performance report • Maintain records and prepare other reports as required • Initiate home visits as required • Must be available & willing to work evenings & weekends when needed • Perform other related 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 required in related field. Master's degree preferred. • Bilingual in Spanish or Hmong preferred • At least 3 years of training and professional experience working with a student population similar to that of Upward Bound participants • Must have knowledge of K-12 standards, testing requirements, and high school graduation requirements • Must have knowledge of the college admission process and graduation requirements

	<ul style="list-style-type: none"> • Computer skills required for maintaining data and reporting purposes • Must work and communicate effectively with teenagers and their parents • Must be flexible with the ability to establish effective working relationships with students, parents, & school personnel • Ability to make presentations & prepare written detailed reports is required • Must have computer skills at a level sufficient to effectively and efficiently carry out the responsibilities of the position (MS Office applications, excel, PowerPoint, social media, email, and internet usage). • Knowledgeable of campus and community resources • Experience with and sensitivity to issue and needs of students from low-income, diverse ethnic, cultural and socio-economic backgrounds • Must clear criminal background check
SALARY/BENEFITS:	\$3,400-\$3,787 per month, DOE. Benefits include vacation, sick leave, holiday pay, health, dental, vision and 401(k).
FILING DEADLINE:	Application review begins April 8, 2016; open until filled.
TO APPLY:	<p>Please visit our web site 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</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu Fax: (559) 278-0988</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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