

# Job Announcement

## Online Tutor/Academic Advisor

<b>Position Summary:</b>	<p><b>Online Tutor/Academic Advisor</b> – Part-time (approximately 6-12 hours per week), position with the Upward Bound (UB) Program through the California State University, Fresno Foundation.</p> <p>The Fresno State Upward Bound (UB) Programs are federally funded programs designed to provide academic services to first-generation and/or low-income college bound high school students in their efforts to complete high school and enroll in a post-secondary institution. An important component of Upward Bound is the after-school tutorial program. During the tutorials, UB tutors must be able to provide students with tutorial assistance with various academic classes, career exploration, enrichment activities and leadership activities that provide students with the opportunity to enhance their grades at their respective high schools.</p>
<b>Essential Job Functions:</b>	<p><i>The Tutor/Academic Advisor will be responsible for the following. Typical duties include, but are not limited to the following:</i></p> <ul style="list-style-type: none"><li>• Tutor high school students with individual and small group tutoring in various academic subjects and homework assistance online, in virtual classrooms and after-school learning environments. Subjects include English, Math, Science, History and/or a foreign language.</li><li>• Help students develop study skills and positive attitude toward learning and studying.</li><li>• Be responsible for monitoring and documenting student's academic progress and attendance into program's database.</li><li>• Make phone calls and write emails to students and parents as needed.</li><li>• File and maintain proper and current documentation in student's files.</li><li>• Attend and actively participate in mandatory events, trainings, tutor/staff meetings and provide oral reports to staff.</li><li>• Supervise and work with UB students during online Saturday College Conferences and online tutorial sessions.</li><li>• Model professionalism, be organized and punctual; ability to sort/categorize information and meet deadlines.</li><li>• Be available to work multiple Saturday's per month and be ready to attend other program activities as needed.</li><li>• Assist with the planning and prepare various program activities &amp; presentations.</li><li>• Abide by target school district and Upward Bound Program policies at all times.</li><li>• Assist Academic Counselors with other activities as needed.</li><li>• Create a positive learning atmosphere for students.</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> <ul style="list-style-type: none"><li>• Minimum two (2) years of college completed with a minimum CUM 2.8 GPA or higher.</li><li>• Ability to tutor and assist in Math (Algebra I, Geometry, Algebra II, Trigonometry or higher); English; Sciences; Social Science and other academic areas.</li><li>• Good leadership, communication and interpersonal skills; organized and punctual; ability to sort/categorize information and meet deadlines.</li><li>• Ability to collaborate with others &amp; be flexible.</li><li>• Must be fingerprinted upon offer of employment and pass Dept. of Justice background check.</li><li>• Attend mandatory Upward Bound Tutor Training if hired.</li></ul>
<b>Wage:</b>	\$15.00 per hour.
<b>Deadline:</b>	<b>Friday, August 21st, 2020 by midnight.</b>
<b>To Apply:</b>	<p>Applications can be downloaded online via the Upward Bound website. <b>Must</b> include resume and school schedule with application. Resumes will <i>not</i> be accepted without a completed application. Completed applications may be emailed to <a href="mailto:upward_bound@mail.fresnostate.edu">upward_bound@mail.fresnostate.edu</a> or mailed to the UB office. Non-Fresno State students are still encouraged to apply. For questions, or for more information contact us at:</p> <p style="text-align: center;"><b>Upward Bound Programs at Fresno State</b> University Center #124 5240 N. Jackson MS UC59 Fresno, CA 93740-8023 Phone: 559.278.2693 Fax: 559.278.4306 <a href="http://www.fresnostate.edu/studentaffairs/upwardbound/index.html">http://www.fresnostate.edu/studentaffairs/upwardbound/index.html</a></p>



# California State University, Fresno Auxiliary Corporations

2771 E. Shaw Avenue, Fresno, CA 93710 · [www.auxiliary.com](http://www.auxiliary.com) · Fax: (559) 278-0988 · HRAUX@LISTSERV.csufresno.edu

## EMPLOYMENT APPLICATION FOR STUDENT/PART-TIME/TEMPORARY POSITIONS

**Please Print**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Last) (First) (MI)  
(Number & Street) (City) (State) (Zip)

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Home) (Work) (Cell Phone)

Email: \_\_\_\_\_

### Employment Desired

Position applying for: \_\_\_\_\_ Department: \_\_\_\_\_

What days and hours are you available for work? \_\_\_\_\_

Are you available for work on weekends? .....  Yes  No

Would you be available for overtime, if necessary? .....  Yes  No

If hired, on what day can you start work? ..... / /

### Education, Training and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree Or Diploma
<b>High School</b>	Name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address			
	City State Zip			
<b>College/ University</b>	Name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address			
	City State Zip			
<b>Vocational/ Business</b>	Name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address			
	City State Zip			
<b>Other</b>	Name		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Address			
	City State Zip			

Please provide the following information and indicate the skills you possess **only** if they are a requirement of the position for which you are applying:

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_

Languages you speak, read or write fluently in addition to English: \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at California State University, Fresno Auxiliary Corporations? .....  Yes  No

If so, please explain: \_\_\_\_\_

**Employment History**

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

<i>Name of Employer</i>	<i>Dates of Employment:</i> _____ <i>From</i> _____ <i>To</i>
<i>Type of Business</i>	<i>Your Supervisor's Name</i> ( )
<i>Street Address</i>	<i>Telephone No.</i>
<i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____	<i>Your Reason for Leaving:</i>
<i>Your Position and Duties:</i> _____	<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Name of Employer</i>	<i>Dates of Employment:</i> _____ <i>From</i> _____ <i>To</i>
<i>Type of Business</i>	<i>Your Supervisor's Name</i> ( )
<i>Street Address</i>	<i>Telephone No.</i>
<i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____	<i>Your Reason for Leaving:</i>
<i>Your Position and Duties:</i> _____	<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Name of Employer</i>	<i>Dates of Employment:</i> _____ <i>From</i> _____ <i>To</i>
<i>Type of Business</i>	<i>Your Supervisor's Name</i> ( )
<i>Street Address</i>	<i>Telephone No.</i>
<i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____	<i>Your Reason for Leaving:</i>
<i>Your Position and Duties:</i> _____	<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Name of Employer</i>	<i>Dates of Employment:</i> _____ <i>From</i> _____ <i>To</i>
<i>Type of Business</i>	<i>Your Supervisor's Name</i> ( )
<i>Street Address</i>	<i>Telephone No.</i>
<i>City</i> _____ <i>State</i> _____ <i>Zip</i> _____	<i>Your Reason for Leaving:</i>
<i>Your Position and Duties:</i> _____	<i>May we contact this employer for a reference?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No



# FRESNO STATE

## Auxiliary Services

### STUDENT CLASS SCHEDULE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please place an "X" in each box during the time of your class.**

**Semester: \_\_\_\_\_**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							

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## Equal Employment Opportunity Data

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To be completed by applicant:

\_\_\_\_\_  
*Application Date*

Completion of this form is entirely voluntary, and all information will remain confidential and will not affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes, and it will not become part of your personnel record if you are hired by this company.

Name: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Department: \_\_\_\_\_

Gender:       Male       Female

Race/Ethnicity:       American Indian/Alaskan Native  
                                  Asian/Pacific Islander  
                                  Black  
                                  Hispanic  
                                  White

Method of referral for employment at California State University, Fresno Auxiliary Corporations:

<input type="checkbox"/> Fresno State employee	<input type="checkbox"/> Fresno State Auxiliary Corporations employee
<input type="checkbox"/> Newspaper advertisement	<input type="checkbox"/> Auxiliary Job Announcement
<input type="checkbox"/> Internet	<input type="checkbox"/> Employment Agency
<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Other: _____

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable:

<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> Other Veteran
<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Individual with a Disability

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To be completed by employer:

EEO-1 Category:	<input type="checkbox"/> 1. Officials and managers	<input type="checkbox"/> 6. Crafts – skilled
	<input type="checkbox"/> 2. Professionals	<input type="checkbox"/> 7. Operatives – semi-skilled
	<input type="checkbox"/> 3. Technicians	<input type="checkbox"/> 8. Laborers – unskilled
	<input type="checkbox"/> 4. Sales	<input type="checkbox"/> 9. Service workers
	<input type="checkbox"/> 5. Office and clerical	

Employer information completed by:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*