

Job Announcement

Program Assistant

Program	PROGRAM ASSISTANT – Part-time (approximately 15 hours per week), position with the Upward Bound (UB) Program through the California State University, Fresno Foundation.
Summary:	Upward Bound (UB) provides fundamental support and opportunities to participants in their preparation from college entrance, so they can succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves low-income and or first generation high schools. The goal of Upward Bound is to increase the rate at which participant complete secondary education and enroll in and graduate from institutions of postsecondary education. Approximate Start Date: End of September
Essential Job Functions:	<i>Under the supervision of the Administrative Assistant and the Program Director, the Program Assistant will be responsible for the following. Typical duties include, but are not limited to the following:</i> <ul style="list-style-type: none"> • Assist Administrative Assistant with general office duties including filing, answering phones, and making copies. • Assist with extensive data entry • Monitor and track the academic progress of UB participants through high school and college years. • Assist in the coordination of the academic year and preparation of summer component. • Input data onto database. • Monitor student’s attendance and program participation. • Maintain master lists, perform clerical duties, and attend weekly staff meetings. • Develop leadership, motivational and educational student related activities. • Attend mandatory scheduled staff meetings. • Be responsible for maintaining records on each student that is being recruited. • Attend some staff meetings to provide reports to staff. • Be available and willing to work evenings and weekends when needed. • Carry out other assignments as delegated by permanent staff. • Mail out program information and applications to students and parents. • Gather information on students being recruited from school sites. • Must demonstrate an understanding of first generation and low-income students and families. • Must be able to work effectively with students, parents, community, and high school personnel. • Experience working with a diverse population of students from different ethnic backgrounds
Position Requirements:	<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> <ul style="list-style-type: none"> • Must have at least a cumulative 3.0 GPA in all college work • Must be a currently enrolled Fresno State student with at least one (1) year of college experience • Preferably have general knowledge of college admission, financial aid, scholarships, career development and high school graduation requirements • Have general knowledge of standard office procedures, practices and expectations. • Computer literate in Microsoft Office (Word, Excel, PowerPoint, Canva), email, database, and other software • Must have the ability to make presentations and prepare written reports • Possess excellent oral and written communication in the English language • Bilingual skills desired (Spanish or Hmong) • Good customer service, leadership and interpersonal skills • Must demonstrate sensitivity towards students from diverse cultural and socioeconomic backgrounds • Adhere to the University’s Confidentiality Policy • Must pass background check by State Department of Justice
Salary:	\$16.00 per hour.
Deadline:	September 4, 2023, by 11:59 p.m. or until filled.

To Apply:	<p>Job announcement and application can be found on HireFresnoState or can be picked up from our office (address below).</p> <p>Please email completed application, resume, school schedule and unofficial transcript to upward_bound@mail.fresnostate.edu or drop off at our office.</p> <p>For questions or for more information contact us at: Fresno State Upward Bound Programs University Center #124 5240 N. Jackson MS UC59 Fresno, CA 93740-8023 Phone: 559.278.2693 Fax: 559.278.4306</p>
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Upward Bound is a department within the Division of Student Affairs and Enrollment Management.