

# Job Announcement

## Tutor/Academic Advisor

<b>Program</b>	<b>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.
<b>Summary:</b>	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.
<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 in various academic subjects at their respective high school sites (after school).</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 to students and parents as needed.</li> <li>• File and maintain proper and current documentation in student’s files.</li> <li>• Attend mandatory tutor/staff meetings on Fridays and provide oral reports to staff.</li> <li>• Supervise and work with UB students during Saturday College Conferences and tutorial sessions.</li> <li>• Model professionalism, be organized and punctual; ability to sort/categorize information and meet deadlines.</li> <li>• Be available to work one Saturday 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 Specialists 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>• Must provide own transportation, have car insurance and have a valid driver’s license. Must have afternoons free (Tuesday, Wednesday and/or Thursdays between 2p.m. – 6p.m.) and attend staff meeting on Fridays.</li> <li>• Attend mandatory Upward Bound Tutor Training if hired and complete and pass Defensive Driving course.</li> </ul>
<b>Salary:</b>	\$11.00 per hour.
<b>Deadline:</b>	<b>Until filled</b>
<b>To Apply:</b>	<p>Applications can be picked up at the Upward Bound Programs office (see address below). Must include resume and school schedule with application. For questions or for more information contact us at:</p> <p style="text-align: center;">Upward Bound Programs at Fresno State University Center #124 5240 N. Jackson MS UC59 Fresno, CA 93740-8023 Phone: 559.278.2693 Fax: 559.278.4306</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: \_\_\_\_\_

\_\_\_\_\_  
(Last) (First) (MI)

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

\_\_\_\_\_  
(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

**Personal Information**

Have you ever applied to or worked for California State University, Fresno Auxiliary Corporations (which include the Association, the Agricultural Foundation, and the Foundation) before? .....  Yes  No  
If yes, for which corporation and when? \_\_\_\_\_

Do you have friends or relatives working for California State University, Fresno Auxiliary Corporations? .....  Yes  No  
If yes, state name, relationship and organization:

Name	Relationship	Organization
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If hired, would you have a reliable means of transportation to and from work?.....  Yes  No

If hired, can you provide evidence of your legal right to work in the United States? .....  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? .....  Yes  No

If no, describe the functions that cannot be performed: \_\_\_\_\_

*(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)*

Are you currently employed? .....  Yes  No

If so, may we contact your current employer? .....  Yes  No

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature

# 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:       1. Officials and managers       6. Crafts – skilled  
                                  2. Professionals       7. Operatives – semi-skilled  
                                  3. Technicians       8. Laborers – unskilled  
                                  4. Sales       9. Service workers  
                                  5. Office and clerical

Employer information completed by:

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

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