

California State University, Fresno Foundation

CAL-SOAP ACADEMIC TUTOR JOB ANNOUNCEMENT #17-873

POSITION SUMMARY:	Academic Tutor, part-time, 2017-2018 academic year position for the Central Valley California Student Opportunity & Access Program (Cal-SOAP), under the administrative direction of the California Student Aid Commission. Academic Tutors are responsible for providing tutorial assistance to middle school and high school students in the classroom, small groups, and/or one-on-one. In order to qualify as a Central Valley Cal-SOAP Academic Tutor, college and/or university students must demonstrate an ability to tutor in all subject areas at the 7-12 th grade level. Academic Tutors must also show an ability to teach study skill techniques. In addition, tutors must be able to communicate and work effectively with students and parents from diverse ethnic and socioeconomic backgrounds. Areas served: Kerman, Tranquillity, Mendota, and Firebaugh.
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Program Coordinator and Project Director, the incumbent will be responsible for the following. Duties include but are not limited to:</p> <ul style="list-style-type: none"> • College and pre-screen student applications for program eligibility as needed. • Tutor students in multiple subjects at the middle school and high school level in the classroom at a one-on-one and small group level as well as recruit and tutor students during lunch, before school, and after school. • Actively engage students and help them develop study skills by applying tutoring methods. • Facilitate bi-weekly SAT/ACT Preparation workshops or study sessions during lunch or after school. • Maintain proper documentation of students served and enter data into the database when required. • Assist and participate in field trip recruitment, workshops, classroom presentations, and outreach events. • Assist Cal-SOAP Peer Advisors with recruitment and advising activities as needed. • Represent & advocate for Cal-SOAP at community outreach events. • Maintain professional and effective communication with teachers, counselors, administrative staff and partners at school sites as well as with students, parents, and Cal-SOAP staff. • Mandatory participation is required in all tutor training sessions as well as scheduled staff meetings, campus visits, weekend events, and outreach events. • Maintain weekly scheduled work hours at the school site(s) assigned. Be organized and responsible; Model professionalism; • Adhere to all policies and procedures established by Central Valley Cal-SOAP and the school site(s) assigned. • Be available on weekends for trainings, campus visits, and outreach events. 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 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"> • Must be an undergraduate student (at least in second year of college) and enrolled in at least six (6) units or a graduate student enrolled in at least four (4) units at a community college or university • Maintain a cumulative GPA of 2.75 or above. Must provide a copy of your transcript. • Ability to tutor and assist in multiple subjects such as Math, English, Science, and English Learner Classes. • Demonstrate a financial need. Must provide a financial aid award letter. • Must possess a valid California Driver's license and reliable transportation with auto insurance coverage. • Strong higher education awareness (college admission and transfer requirements, financial aid, scholarships, loans, student services, and academic programs).

	<ul style="list-style-type: none"> • Strong computer skills, particularly email and Microsoft Office (Word, Excel, PowerPoint, and Publisher). • Strong leadership & communication skills; organized and punctual.
SALARY:	\$11.00 per hour.
DEADLINE:	Application review is ongoing. Open until filled.
TO APPLY:	<p>Please submit a complete Auxiliary application, resume, Financial Aid Award Notification Letter and unofficial transcript. Visit the Human Resources page at: www.auxiliary.com to locate and print job application or obtain employment application at:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

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/adminserv/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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