

# California State University, Fresno Foundation

## PEER ADVISOR - CAL-SOAP JOB ANNOUNCEMENT #18-917

<b>POSITION SUMMARY:</b>	Peer Advisor, part-time, up to 20 hours per week, 2018-2019 academic year position for the Central Valley California Student Opportunity & Access Program (Cal-SOAP), under the administrative direction of the California Student Aid Commission. The mission of Central Valley Cal-SOAP is <i>“to educate, empower, and encourage students and their families to access all opportunities to higher education.”</i> In order to qualify as a Cal-SOAP Peer Advisor, applicants must be enrolled in a 2-year college or 4-year university. Peer Advisors are responsible for providing one-on-one advising, group advising, presentations, and workshops to high school students about financial aid literacy, the financial aid application process, the different systems of higher education, college application assistance, A-G requirements, career technical education (CTE), career exploration, and SAT/ACT registration assistance. Peer advisors must have excellent communication skills and be able to work in a team structure at high school sites. Peer advisors are expected to work effectively with students and parents from diverse ethnic and socioeconomic backgrounds. Areas served: <b>Kerman, Tranquillity, Mendota, and Firebaugh.</b>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general supervision of the Project Director and Program Coordinator, the incumbent will be responsible for the following duties are not limited to:</p> <ul style="list-style-type: none"> <li>• Recruit students by determining student eligibility, assessing students’ educational needs, and collecting Cal-SOAP student applications as needed.</li> <li>• Provide advising services for high school students on financial aid awareness and planning, college awareness and planning, academic preparation, and career exploration, in a culturally sensitive manner.</li> <li>• Provide monthly workshops on the different Career Technical Education sectors, facilitate financial aid workshops and meet one-on-one with students to ensure FAFSA/CalDreamAct submission, review transcripts to ensure A-G requirements are being met, assist with SAT/ACT registration, provide college application assistance, and provide presentations on the different systems of higher education and admission requirements.</li> <li>• Recruit students to attend Cash 4 College workshops, college campus visits, College &amp; Career Day, educational conferences, outreach events, and the Summer Leadership Academy Program.</li> <li>• Build and maintain working relationships by communicating effectively in written and oral form with teachers, counselors, administrative staff, students, parents, Cal-SOAP, and other outreach programs.</li> <li>• Represent Cal-SOAP at Back to School Nights, Open House, Parent Nights, or community outreach events.</li> <li>• Mandatory participation in all training sessions and monthly staff meetings.</li> <li>• Maintain required documentation of students and enter data into the Cal-SOAP database as needed.</li> <li>• Work in a team setting to minimize duplication of services and respond effectively to students’ needs.</li> <li>• Be efficient and responsible; Tutors are required to be punctual and honor the time set for work schedules, staff meetings, events, and trainings.</li> <li>• Adhere to all policies and procedures established by Central Valley Cal-SOAP and the school site(s) assigned.</li> <li>• Be available on weekends for trainings, campus visits, and outreach events.</li> <li>• Other duties as assigned</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</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>• Must be at least an undergraduate student in second year in college and enrolled in at least six (6) units <b>or</b> a graduate student enrolled in at least four (4) units at a college or university. Graduate Student in a Master’s program is preferred.</li> <li>• Maintain a cumulative GPA of 2.75 or above; must provide a copy of your transcript.</li> <li>• Demonstrate a financial need. Must provide a copy of your financial aid SAR or Student Aid Report showing your EFC or expected family contribution.</li> <li>• Must possess a valid California Driver’s license and reliable transportation with auto insurance coverage</li> <li>• Have some knowledge of the financial aid application process, different systems of higher education and admission requirements, a-g requirements, career technical education sectors, and SAT/ACT Registration process.</li> <li>• Strong computer skills, particularly email and Microsoft Office (Word, Excel, Power Point, and google docs.)</li> <li>• Strong leadership &amp; communication skills to recruit, guide, and motivate students.</li> <li>• Detail oriented, able to articulate clearly in written and oral form.</li> <li>• Able to work productively within a team structure.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate adaptability/flexibility by being aware and accommodating the varied needs of students.</li> <li>• Ability to interact with diverse student populations and provide excellent student support services.</li> <li>• Maintain confidentiality of student information.</li> </ul>
<b>SALARY:</b>	\$13.00 per hour.
<b>DEADLINE:</b>	<b>Application review begins immediately; Open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please submit a complete Auxiliary application, resume, Financial Aid Student Aid Report showing the Expected Family Contribution, and unofficial transcript.</b> Visit the Human Resources page at: <a href="http://www.auxiliary.com">www.auxiliary.com</a> 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 &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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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