

# California State University, Fresno Foundation

## TRAINING ASSISTANT – CENTRAL CALIFORNIA TRAINING ACADEMY JOB ANNOUNCEMENT #18-946

<p><b>POSITION SUMMARY:</b></p>	<p><b>Two (2) full-time, benefited positions with the Central California Training Academy (CCTA) through the California State University, Fresno Foundation.</b> The Training Assistant is a supportive position for the Central California Training Academy. The Central California Training Academy is a program of the California State University, Fresno Foundation that provides classroom training to child welfare social workers, supervisors and managers in 11 Central California counties. This position is responsible for logistics of managing enrollment and completion of eLearning, supporting instructor led classroom training, pre-training, scheduling of trainers and on the day of training; monitoring attendance, making handouts, providing snacks, classroom set-up, setting up and troubleshooting audiovisual equipment, introducing trainers, and interacting with trainers and training participants. This position is also responsible for coordination, preparation, and administration of all training evaluations, embedded evaluations and pre/post testing materials for assigned trainings and entering data into the current data tracking system. This position is also responsible for gathering and collecting training attendance documentation, scheduling training locations, ordering supplies, and providing general support functions to Academy and County staff. There is extensive travel within the Central California region. This position has responsibilities for Fresno, Madera, Merced, Mariposa, Stanislaus, San Joaquin, Kings, Tulare and Kern Counties.</p>
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p>	<p>Under the general supervision of the Regional Training Coordinator, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Training Support: Pre-training logistics, provide on-site coordination and coverage</li> <li>• Training Environment: Liaison with trainers to discuss needs, classroom set-up, handouts, scheduling, etc.</li> <li>• Office Administration: Creation of spreadsheets, filing systems, data entry, word processing, and registration including copy coordination, distribution, collection; receipt of sign in sheets and participant satisfaction surveys and note taking as needed at meetings.</li> <li>• Report development: Preparation of monthly updates of service deliverables, interface with Academy staff to ensure training and CEU tracking occurs.</li> <li>• Other duties as assigned</li> </ul>
<p><b>QUALIFICATIONS &amp; EXPERIENCE:</b></p>	<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>• Associate's degree (A. A.) or equivalent from a two (2) year college or university; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience</li> <li>• One (1) year experience in training/event coordination and planning</li> <li>• Social Services experience desirable</li> <li>• Demonstrated organizational and multi-tasking skills with attention to detail</li> <li>• Ability to communicate in a friendly and professional manner with all Academy and County staff</li> <li>• Ability to work independently with minimal supervision</li> <li>• Ability to collaborate, develop and follow through on an agreed upon work plan</li> <li>• Demonstrated professional writing and speaking skills</li> <li>• Fluency in computer skills, including spreadsheets and word-processing</li> <li>• Ability to edit and synthesize material from other staff</li> <li>• Experience in maintaining confidentiality as appropriate when dealing with staff training issues</li> <li>• Overnight stays required</li> <li>• Valid driver's license, reliable vehicle and insurance required</li> </ul>

	<ul style="list-style-type: none"> <li>• Intermediate knowledge of audiovisual equipment, smart classrooms and internet access</li> <li>• Basic knowledge of cloud based systems such as Google docs, Box, Dropbox, Smartsheet, etc.</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$2,650 - \$2,946 per month.</b> Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life, and 401(k), vacation, sick leave, and holiday pay
<b>FILING DEADLINE:</b>	<b>Application review begins July 25, 2018. Open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b></p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume 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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