

California State University, Fresno Foundation

ACADEMIC PROGRAM ASSISTANT– WAYFINDERS

JOB ANNOUNCEMENT #17-847

POSITION SUMMARY:	<p>Full-time, benefited position with Wayfinders through the California State University, Fresno Foundation. Wayfinders at California State University, Fresno is an inclusive postsecondary program for young adults with intellectual/developmental disabilities. The Wayfinders Program is a Fresno State Foundation position and program, which falls under the Kremen School of Education and Human Development at Fresno State.</p> <p>The Academic Program Assistant (APA) will provide support to the Academic Coordinator (AC). The Academic Program Assistant advocates for, facilitates, and supports the Wayfinders students in their efforts. The APA must demonstrate a passion and ability to relate to individuals with intellectual/developmental disabilities. They must have a strong interest in improving the lives of individuals with disabilities. Assignments may rotate as needed for proper staffing of student academics. Shift work: weekdays, evenings and/or weekend hours. The job duties will be varied, requiring an individual who is self-motivated, creative and efficient.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Academic Coordinator of Wayfinders, the Academic Program Assistant will be responsible for the following. Essential duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist the AC with the transition of students into the Academic program. • Assist in developing and maintaining individual educational plans. • Assist the AC with registration and support of coursework taken through Open University at Fresno State and/or other academic coursework. • Under the supervision of the AC, the APA is to develop relationships with various campus and community agencies and resources to assist students learning about traditional and online supports, so coursework is well planned and appropriate supports are in place (paid and non-paid). • Provide academic support in the classroom, apartment and community including successful planning and execution of classwork and test-taking. • Provide tutoring directly or assist student in accessing other tutoring resources. • Support students develop natural supports and social connections with other students while encouraging and modeling appropriate college behavior. • Assist students with time management and organizational skills. • Understand the concept of person centered planning and universal design in instruction and utilize concepts in planning and direct teaching. • Identify and create solution for barriers that interfere with academic goals and classroom participation on a case by case basis and work with faculty and students to correct. • Identify and create solutions for behavioral concerns that interfere with academic goals and classroom participation on a case by case basis and work with faculty and students to correct. • Assist with maintaining appropriate record keeping for all classes. Assure all reports, records and documentation are properly completed, delivered, filed, and maintained. • Review student progress regularly. • Utilize Therap to monitor and log student progress and highlight student behaviors. • Assist students with FAFSA application, following up with students and financial aid counselor in regards to financial aid award/account. • Assist AC with post-graduation services. Advise and assist students and their families with process to acquire other academic opportunities, as well as supporting life-long learning. • Assist AC in tracking graduates for a given period of time, gathering longitudinal data. • Coordinate with AC, as well as the Administrative Assistant, to ensure that Academic Coaches who are Full-Time Students work no more than 20 hours per 7 day week and; Non-Student Coaches work no more than 25 hours per 7 Day Week. • Accompany students as needed. • Assist academic coaches with tutorial preparation and scheduling. • Other related duties as assigned. • Perform other duties as requested

POSITION REQUIREMENTS:	<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"> • High School Diploma or equivalent required. • Bachelor's Degree preferred. • Minimum of one (1) year experience working with individuals with intellectual and/or developmental disabilities. • Knowledge of general office procedures and practices. • Ability to type 45 WPM • Knowledge of database systems, Internet, spreadsheet and word processing software (proficient in MAC, Microsoft Office – including Word, Excel, Power-point) • Ability to understand interpret and apply a variety of complex policies and procedures • Ability to multi-task and meet deadlines in a fast-paced environment while maintaining a high level of accuracy.
SALARY & BENEFITS:	\$3,000/month. Benefits include health, dental, vision and life insurance, vacation, sick leave and holiday pay.
DEADLINE:	Application review begins August 24, 2017. Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</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 & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT COMPLETE APPLICATION

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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