



California State University, Fresno

Cal-SOAP Academic Tutor 2012-2013 Academic Year

Position: Academic Tutor, part-time, (up to 19 hours per week), through June 2013 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 high school students in the classroom, small groups, and/or one-on-one. In order to qualify as a Central Valley Cal-SOAP Tutor, college and/or university students must demonstrate an ability to tutor in all subject areas at the high school level. 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.

Summary: The mission of Central Valley Cal-SOAP is to educate, empower and encourage students and their families to access all opportunities to higher education. Cal-SOAP aims to raise the academic achievement and college/university enrollment levels of students from low-income thresholds, elementary and secondary schools, geographic regions with documented low-eligibility and/or college participation rates, and students who are first in their families to attend college. Our vision encompasses a very strong collaborative effort with our partners to insure students' success through services such as: academic tutoring; advisement; college and test preparation, financial aid, scholarships, transferring, loan workshops, and college campus fieldtrips.

Essential Job Functions:

- Maintain professional and effective communication with students, parents, schools, and Cal-SOAP staff.
- Communicate with advisors and keep them informed of school events, schedule changes, etc.
- Maintain weekly scheduled work hours at the school site(s) assigned;
- Be efficient and responsible; tutors and advisors are required to be prompt and honor the time set for work schedules, staff meetings, events, and trainings.
- Mandatory participation in all advisor/tutor training sessions as well as scheduled staff meetings.
- Assist and participate in program events when required.
- Collaborate with Cal-SOAP program partners (e.g. ETS, AVID, etc.).
- Represent and advocate for Cal-SOAP when networking with other programs and/or schools.
- Actively engage students and apply AVID tutoring methods.
- Tutor students in multiple subjects at the high school level.
- Maintain proper documentation of student contact logs and other events.
- Turn in time sheets and mileage logs to advisors by the due date.

- Work hard to ensure that the goals of Central Valley Cal-SOAP are accomplished.
- Adhere to all policies and procedures established by Central Valley Cal-SOAP and the school site(s) assigned.
- Other duties as assigned.

Qualifications:

- Be an undergraduate student (at least a sophomore) with at least 6 units or a graduate student with at least 3 units at a college or university.
- Maintain a cumulative GPA of 2.75 or above.
- Demonstrate a financial need.
- Have passing scores or exempt status on the CBEST, ELM/EPT; **or** letter of recommendation from University faculty; **or** have completed the general education English and Math courses.
- 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, scholarship loan, student services, and academic programs).
- Strong computer skills, particularly email and Microsoft Office (Word, Excel, Publisher).

Personal Attributes:

- Mature individual who is motivated to help others.
- Strong public speaking and listening skills (articulate and interactive).
- Ability to relate to students.
- Team player: work in close proximity with the Cal-SOAP staff and high school personnel.
- Strong organizational skills.
- Strong multitasking skills needed to complete various duties to be assigned each school semester.
- Committed, responsible and willing to work outside of the scheduled school site hours.
- Friendly and outgoing, with a professional attitude.

Physical Demands:

Advisors and Tutors will be required to walk/travel distances when necessary. In addition, each Advisor/Tutor will be required to comfortably carry/roll a cart of a maximum of 30 lbs. when necessary (e.g. books, pamphlets, event materials, projectors, presentation easel, etc.). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required

Documents:

2012-13 Class Schedule, Transcript, Financial Aid Award Notification and Schedule of Availability.

SALARY:

Salary will be commensurate and competitive with experience and qualifications

FILING DEADLINE:

Application review begins September/October 2012. Open until filled.

TO APPLY:

Print application <http://www.auxiliary.com/hr/index.html> and submit to sandrajones@csufresno.edu

*****RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED 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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