



California State University, Fresno  
**Cal-SOAP Academic Tutor**  
**2015-2016 Academic Year**

**Position:** Academic Tutor, part-time, 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 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 high school 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.**

**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 ensure students' success through services such as: academic tutoring and advising; college and test preparation; financial aid, scholarships, transferring and loan workshops; and college campus fieldtrips.

**Essential Job Functions:**

- Maintain professional and effective communication with students, parents, schools, and Cal-SOAP staff.
- Communicate with supervisor and keep her/him informed of school events, schedule changes, etc.
- Maintain weekly scheduled work hours at the school site(s) assigned;
- Be efficient and responsible; tutors are required to be prompt and honor the time set for work schedules, staff meetings, events, and trainings.
- Mandatory participation in all 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 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 supervisor when due.
- 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 in second year of college) and enrolled in at least 6 units or a graduate student enrolled in 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, scholarships, loans, student services, and academic programs).
- Strong computer skills, particularly email and Microsoft Office (Word, Excel, PowerPoint, and 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:**

Academic Tutors will be required to walk/travel distances when necessary. In addition, each 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:**

Resume, 2015-16 Class Schedule, Unofficial Transcript, Financial Aid Award Notification Letter and Schedule of Availability.

**SALARY:**

\$10.00 per hour.

**FILING DEADLINE: Open until filled.**

**TO APPLY:**

Download the application on our website at <http://www.fresnostate.edu/studentaffairs/cal-soap/jobs.html> and submit to [calsoaprogram@gmail.com](mailto:calsoaprogram@gmail.com)

**\*\*\*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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