



California State University, Fresno

## **Cal-SOAP Peer Advisor**

**2013-2014 Academic Year**

### **Position:**

Peer Advisor, 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. Peer Advisors are responsible for providing college advise to high school students in the classroom, small groups, and/or one-on-one. In order to qualify as a Central Valley Cal-SOAP Peer Advisor, college and/or university students must demonstrate an ability to inform and present to high school students. Advisors must also show an ability to communicate in a professional manner. In addition, advisors must be able to 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.
- Provide peer-advising services for high school students (e.g. financial aid, a-g requirements, SAT/ACT registrations, etc.).
- Report to senior advisor.
- Maintain weekly scheduled work hours at the school site(s) assigned;
- Be efficient and responsible; advisors are required to be prompt and honor the time set for work schedules, staff meetings, events, and trainings.
- Mandatory participation in all advisor 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, ASP, etc.).
- Represent and advocate for Cal-SOAP when networking with other programs and/or schools.
- Actively engage students and apply AVID tutoring methods (when needed).
- Supervise tutorials and tutor students in multiple subjects at the high school level (when needed).
- Maintain proper documentation of student contact logs and other events.

- Maintain proper documentation of time sheets and mileage logs.
- 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.
- Inform Cal-SOAP staff of any school events or schedule changes.
- Assist the senior advisor with presentations and other events.
- 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, Power Point, 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:**

Advisors will be required to walk/travel distances when necessary. In addition, each Advisor 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, 2013-2014 Class Schedule, Unofficial Transcript, Financial Aid Award Notification Letter and Schedule of Availability.

**SALARY:**

Salary will be commensurate and competitive with experience and qualifications.

**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 [ncarbajal@csufresno.edu](mailto:ncarbajal@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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