

JOB ANNOUNCEMENT

- Job Title:** Program Assistant (Part-time, 1 position available)
- Salary:** \$11.00 - \$12.00 per hour DOE (approximately 20 hours a week
Mandatory Staff Meetings on Fridays)
- Deadline:** **Thursday, September 8th, 2016 or until filled.** Submit completed application along with resume and class schedule (*must have some mornings & afternoons available*) to University Center 124.
- Where to Apply:** Pick up application at the Upward Bound office located across from the library in UC 124 or download from www.csufresno.edu/upwardbound

Program Description:

Upward Bound (UB) provides fundamental support and opportunities to participants in their preparation from college entrance, so they can succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves low-income and/or first generation high school students. The goal of Upward Bound is to increase the rate at which participant complete secondary education and enroll in and graduate from institutions of postsecondary education.

Job Responsibilities:

- Under the supervision of the Academic Specialist and Program Director, monitor and track the academic progress of UB participants through high school and college years.
- Assist in the coordination of the academic year and preparation of summer component.
- Input data onto database.
- Monitor student's attendance and program participation.
- Maintain master lists, perform clerical duties, and attend weekly staff meetings.
- Develop leadership, motivational and educational student related activities.
- Be available and willing to work evenings and weekends when needed.
- Carry out other assignments as delegated by permanent staff.

Requirements:

- Must have at least a cumulative 2.50 GPA in all college work
- Must be a currently enrolled college student with at least two years of college experience
- Must have knowledge and provide assistance to participants with college admission, financial aid, scholarships, career development and high school graduation requirements
- Computer literate in Microsoft Office (Word, Excel, Powerpoint), email, database, and other software
- Must have the ability to make presentations and prepare written reports
- Possess excellent oral and written communication in the English language
- Bilingual skills desired (Spanish or Hmong)
- Good customer service, leadership and interpersonal skills
- Must demonstrate sensitivity towards students from diverse cultural and socioeconomic backgrounds
- Must pass background check by State Department of Justice
- Submit completed job application, resume, copy of college transcript, and copy of class schedule (including available work time)