Academic Support Program Assistant

Educational Talent Search (ETS) is seeking energetic and experienced candidates to provide leadership, administrative support, and outreach in the execution of the ETS Academic Support Program. ETS is a federally-funded program designed to increase the college readiness, enrollment, and success of our Scholars. The Academic Support Program Assistant (ASPA) works closely with their assigned Site Coordinator(s) to ensure the delivery of comprehensive services at six high schools in Anaheim: Anaheim, Katella, Magnolia, Savanna, Loara, and Western. Target school assignment(s) subject to change based on program needs, per the discretion of the ETS Director. Hourly Pay Rate: $13—$15

RESPONSIBILITIES INCLUDE

• Assist with the proposal, planning, content development, coordination of logistics, implementation, and evaluation of:
  • workshops, campus tours, and special events;
  • systems for documenting and tracking participation, attendance, and demographic data for ETS Scholars;
  • efforts to increase participation and admission of ETS Scholars and recruit new staff, as determined by program need;
  • training and professional development for the Academic Support Team; and
  • ongoing staff support activities designed to foster a sense of community among ETS Staff.
• Represent ETS and California State University, Fullerton in various settings.
• Attend staff meetings and staff development sessions (including various mandatory training sessions from Aug. 19 — 23, 2019).
• Other duties as assigned.

QUALIFICATIONS

• Commit to a full school-year position (August 2019—May 2020)
• The ability to work with minimum supervision, both independently and with others
• Strong organizational skills and attention to detail; effective time management skills
• Be sensitive to students of diverse ethnic, racial, and economic backgrounds
• Demonstrate sound decision making skills
• Demonstrated ability to react flexibly to new situations
• Possess excellent oral, written and interpersonal communication skills
• Proficiency in using Microsoft Office and Google applications
• Have reliable transportation to/from assigned work site(s) and CSUF
• Successfully clear fingerprinting and background check process
• Previous volunteer or work experience with ETS, or similar organization preferred, but not required
• Bilingual skills in English and Spanish preferred, but not required
• Federal Work-Study preferred, but not required

SCHEDULE

• Work between 15—20 hours weekly
• Regular schedule will fall between 7:30a—3:30p, Monday—Friday
• Occasional evening and weekend hours required
• Hours can be arranged around class schedule

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www.fullerton.edu/talentsearch | talentsearch@fullerton.edu
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HOW TO APPLY

To download an application, visit fullerton.edu/talentsearch/employment

Priority Application Review will begin on 03/31/2019

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