**Job Announcement**

*Online Tutor/Academic Advisor*

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| **Position****Summary:** | ***Online Tutor/Academic Advisor*** *– Part-time (approximately 6-12 hours per week), position with the Upward Bound (UB) Program through the California State University, Fresno Foundation.*The Fresno State Upward Bound (UB) Programs are federally funded programs designed to provide academic services to first-generation and/or low-income college bound high school students in their efforts to complete high school and enroll in a post-secondary institution. An important component of Upward Bound is the after-school tutorial program. During the tutorials, UB tutors must be able to provide students with tutorial assistance with various academic classes, career exploration, enrichment activities and leadership activities that provide students with the opportunity to enhance their grades at their respective high schools. |
| **Essential Job****Functions:** | *The Tutor/Academic Advisor will be responsible for the following. Typical duties include, but are not limited to the following:** Tutor high school students with individual and small group tutoring in various academic subjects and homework assistance online, in virtual classrooms and after-school learning environments. Subjects include English, Math, Science, History and/or a foreign language.
* Help students develop study skills and positive attitude toward learning and studying.
* Be responsible for monitoring and documenting student’s academic progress and attendance into program’s database.
* Make phone calls and write emails to students and parents as needed.
* File and maintain proper and current documentation in student’s files.
* Attend and actively participate in mandatory events, trainings, tutor/staff meetings and provide oral reports to staff.
* Supervise and work with UB students during online Saturday College Conferences and online tutorial sessions.
* Model professionalism, be organized and punctual; ability to sort/categorize information and meet deadlines.
* Be available to work multiple Saturday’s per month and be ready to attend other program activities as needed.
* Assist with the planning and prepare various program activities & presentations.
* Abide by target school district and Upward Bound Program policies at all times.
* Assist Academic Counselors with other activities as needed.
* Create a positive learning atmosphere for students.

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| **Position Requirements:**  | *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* * Minimum two (2) years of college completed with a minimum CUM 2.8 GPA or higher.
* Ability to tutor and assist in Math (Algebra I, Geometry, Algebra II, Trigonometry or higher); English; Sciences; Social Science and other academic areas.
* Good leadership, communication and interpersonal skills; organized and punctual; ability to sort/categorize information and meet deadlines.
* Ability to collaborate with others & be flexible.
* Must be fingerprinted upon offer of employment and pass Dept. of Justice background check.
* Attend mandatory Upward Bound Tutor Training if hired.
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| **Wage:** | $15.00 per hour.  |
| **Deadline:** | **Wednesday December 23, 2020 by 11:59p.m.**  |
| **To Apply:**  | Applications can be downloaded online via the Upward Bound website. **Must** include resume and school schedule with application. Resumes will *not* be accepted without a completed application. Completed applications may be emailed to upward\_bound@mail.fresnostate.edu or mailed to the UB office. Non-Fresno State students are still encouraged to apply. For questions, or for more information contact us at:**Upward Bound Programs at Fresno State**University Center #1245240 N. Jackson MS UC59Fresno, CA 93740-8023Phone: 559.278.2693 Fax: 559.278.4306<http://www.fresnostate.edu/studentaffairs/upwardbound/index.html>  |

Upward Bound is a department within the Division of Student Affairs and Enrollment Management.

# **California State University, Fresno Auxiliary Corporations**Logo with no tagline

2771 E. Shaw Avenue, Fresno, CA 93710 ⋅ [www.auxiliary.com](http://www.auxiliary.com) ⋅ Fax: (559) 278-0988 ⋅ HRAUX@LISTSERV.csufresno.edu

**EMPLOYMENT APPLICATION FOR STUDENT/PART-TIME/TEMPORARY POSITIONS**

**Please Print** Date:

Name:

 *(Last) (First) (MI)*

Address:

 *(Number & Street) (City) (State) (Zip)*

Telephone: (     )       (     )       (     )

 *(Home) (Work) (Cell Phone)*

Email:

**Employment Desired**

Position applying for:       Department:

What days and hours are you available for work?

Are you available for work on weekends? ☐ Yes ☐ No

Would you be available for overtime, if necessary? ☐ Yes ☐ No

If hired, on what day can you start work?      /     /

**Education, Training and Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Name and Address** | **No. of years****Completed** | **Did you****Graduate?** | **Degree****Or Diploma** |
| **High School** |       |       | ☐ Yes | ☐ No |       |
| Name |  |
|  |       |  |
|  | Address |
|  |                   |  |
|  | City State Zip |  |  |
| **College/****University** |       |       | ☐ Yes | ☐ No |       |
| Name |  |
|  |       |  |
|  | Address |
|  |                   |
|  | City State Zip |  |  |
| **Vocational/****Business** |       |       | ☐ Yes | ☐ No |       |
| Name |  |
|  |       |  |
|  | Address |
|  |                   |
|  | City State Zip  |  |  |
| **Other** |       |       | ☐ Yes | ☐ No |       |
| Name |  |  |
|  |       |  |
|  | Address |
|  |                   |
|  | City State Zip |  |  |

Please provide the following information and indicate the skills you possess **only** if they are a requirement of the position for which you are applying:

 Driver’s License Number:       State:       Class:       Languages you speak, read or write fluently in addition to English:

Do you have any other experience, training, qualifications or skills which you feel make you especially suited

for work at California State University, Fresno Auxiliary Corporations? ☐ Yes ☐ No

If so, please explain:

**Employment History**

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | *Dates of Employment****:*** |  |  |  |  |
| *Name of Employer* |  |  | *From* | *To* |
|       |  |       |
| *Type of Business* |  | *Your Supervisor’s Name* |  |  |  |
|       |  | (      )       |
| *Street Address* |  | *Telephone No.*  |
|       |  |       |  |       |  | *Your Reason for Leaving:*       |
| *City* |  | *State* |  | *Zip* |  |
| *Your Position and Duties:* |       |  |
|       |  | *May we contact this employer for a reference*? |
|       |  |  |  | ☐ Yes |  | ☐ No |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | *Dates of Employment****:*** |  |  |  |  |
| *Name of Employer* |  |  | *From* | *To* |
|       |  |       |
| *Type of Business* |  | *Your Supervisor’s Name* |  |  |  |
|       |  | (      )       |
| *Street Address* |  | *Telephone No.*  |
|       |  |       |  |       |  | *Your Reason for Leaving:*       |
| *City* |  | *State* |  | *Zip* |  |
| *Your Position and Duties:* |       |  |
|       |  | *May we contact this employer for a reference*? |
|       |  |  |  | ☐ Yes |  | ☐ No |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | *Dates of Employment****:*** |  |  |  |  |
| *Name of Employer* |  |  | *From* | *To* |
|       |  |       |
| *Type of Business* |  | *Your Supervisor’s Name* |  |  |  |
|       |  | (      )       |
| *Street Address* |  | *Telephone No.*  |
|       |  |       |  |       |  | *Your Reason for Leaving:*       |
| *City* |  | *State* |  | *Zip* |  |
| *Your Position and Duties:* |       |  |
|       |  | *May we contact this employer for a reference*? |
|       |  |  |  | ☐ Yes |  | ☐ No |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | *Dates of Employment****:*** |  |  |  |  |
| *Name of Employer* |  |  | *From* | *To* |
|       |  |       |
| *Type of Business* |  | *Your Supervisor’s Name* |  |  |  |
|       |  | (      )       |
| *Street Address* |  | *Telephone No.*  |
|       |  |       |  |       |  | *Your Reason for Leaving:*       |
| *City* |  | *State* |  | *Zip* |  |
| *Your Position and Duties:* |       |  |
|       |  | *May we contact this employer for a reference*? |
|       |  |  |  | ☐ Yes |  | ☐ No |

**Personal Information**

Have you ever applied to or worked for California State University, Fresno Auxiliary Corporations

(which include the Association, the Agricultural Foundation, and the Foundation) before? ☐ Yes ☐ No

If yes, for which corporation and when?

Do you have friends or relatives working for California State University, Fresno Auxiliary Corporations? ☐ Yes ☐ No

If yes, state name, relationship and organization:

*Name Relationship Organization*

If hired, would you have a reliable means of transportation to and from work? ☐ Yes ☐ No

If hired, can you provide evidence of your legal right to work in the United States? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, either with or

without reasonable accommodation? ☐ Yes ☐ No

If no, describe the functions that cannot be performed:

*(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)*

Are you currently employed? ☐ Yes ☐ No

If so, may we contact your current employer? ☐ Yes ☐ No

**Please Read Carefully, Initial Each Paragraph and Sign Below**

      I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

      I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

      I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company’s designated representative.

Date Applicant’s Signature

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| **STUDENT CLASS SCHEDULE** |
|  |  |  |  |  |  |  |  |
| Name: |  |
| Address: |   |
| Cell Phone: |   |
| Home Phone: |   |
| Email Address: |   |
|  |  |  |  |  |  |  |  |
| **Please place an "X" in each box during the time of your class.** |
| **Semester:** |
|  |  |  |  |  |  |  |  |
|   | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 8:00 a.m. |  |  |  |  |  |  |  |
| 9:00 a.m. |  |  |  |  |  |  |  |
| 10:00 a.m. |  |  |  |  |  |  |  |
| 11:00 a.m. |  |  |  |  |  |  |  |
| 12:00 p.m. |  |  |  |  |  |  |  |
| 1:00 p.m. |  |  |  |  |  |  |  |
| 2:00 p.m. |  |  |  |  |  |  |  |
| 3:00 p.m. |  |  |  |  |  |  |  |
| 4:00 p.m. |  |  |  |  |  |  |  |
| 5:00 p.m. |  |  |  |  |  |  |  |
| 6:00 p.m. |  |  |  |  |  |  |  |
| 7:00 p.m. |  |  |  |  |  |  |  |
| 8:00 p.m. |  |  |  |  |  |  |  |
| 9:00 p.m. |  |  |  |  |  |  |  |

Equal Employment Opportunity Data

To be completed by applicant:

 *Application Date*

Completion of this form is entirely voluntary, and all information will remain confidential and will not affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes, and it will not become part of your personnel record if you are hired by this company.

Name:

Position Applied for:  Department:

Gender: ☐ Male ☐ Female

Race/Ethnicity: ☐ American Indian/Alaskan Native

 ☐ Asian/Pacific Islander

 ☐ Black

 ☐ Hispanic

 ☐ White

Method of referral for employment at California State University, Fresno Auxiliary Corporations:

☐ Fresno State employee ☐ Fresno State Auxiliary Corporations employee

☐ Newspaper advertisement ☐ Auxiliary Job Announcement

☐ Internet ☐ Employment Agency

☐ Friend/Relative ☐ Other:

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable:

 ☐ Vietnam Era Veteran ☐ Other Veteran

☐ Disabled Veteran ☐ Individual with a Disability

To be completed by employer:

EEO-1 Category: ☐ 1. Officials and managers ☐ 6. Crafts – skilled

 ☐ 2. Professionals ☐ 7. Operatives – semi-skilled

 ☐ 3. Technicians ☐ 8. Laborers – unskilled

 ☐ 4. Sales ☐ 9. Service workers

 ☐ 5. Office and clerical

Employer information completed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Date*