Job Announcements for: Academic Mentors and Office Assistants

DESCRIPTION:
EOP Transitional Programs is seeking highly motivated and responsible individuals willing to commit to a challenging opportunity.

The 2017 EOP Transitional Programs at California State University, Northridge is intended to help students build on their academic skills and assist with their acclimation to the university environment. The design and implementation of the intensive transitional program incorporates university-wide coordination and cooperation. Bridge is designed to provide the students with a comprehensive introduction to the university, basic skills development in the areas of reading and writing, study techniques, a student support network, an increased pride in their ethnic identity and greater understanding of the diversity of their fellow students.

PROGRAM DURATION: June 30 – August 11, 2017 (additional days and some weekend work required)

TRAINING & STAFF DEVELOPMENT DURATION: June 2, June 12 - 16, 2017 - MANDATORY

APPLICATION PROCEDURE:
Submit applications to:
Educational Opportunity Programs
University Hall 205 - (818) 677-4151

Or email to: eoptp@csun.edu

APPLICATION DEADLINE:
1 (One) letter of recommendation, employment application, and resume must be received by Friday, March 10, 2017 at the above office and/or email.

PLEASE NOTE:
1. Qualified applicants will be notified of the interview schedule.
2. Availability of positions is contingent upon funding.
3. This position requires the ability to be flexible and adapt to a variety of situations.
4. You will be required to stay opening weekend. Room and board will be provided. This will include direct supervision and responsibility of students.
**Academic Mentor:** Academic Mentors work under the direct supervision of EOP Transitional Programs. A strong background in Reading/Writing Skills, Ethnic Studies, and Computer Literacy is highly desirable. Academic Mentors will receive priority registration.

***Academic Mentors are required to continue their employment with the class cohort in the fall 2017 & spring 2018 semesters.

**COMPENSATION:** $1,800.00 (this includes opening weekend) plus $300 for training. Position requires minimum 4 hours per day – some evening hours will be required.

**QUALIFICATIONS:**
- Minimum of two years as a matriculated student at CSUN
- Applicants must be in a good academic standing (i.e., not on probation), and must have a cumulative 2.75 GPA
- Demonstrate the ability to problem solve in a fair and equitable fashion
- Applicants must demonstrate the ability to communicate effectively, positively, and clearly
- Applicants must be sensitive to the social and educational conditions affecting a diverse student population
- Be able to create, establish, and maintain a trusting, productive relationship with students
- Ability to work independently and as part of a team
- Serve as a role model and demonstrate Respect, Responsibility, positive Attitude, and Maturity (RRAM)
- Completion of 60+ units of undergraduate work
- Experience with EOP Summer Transitional Programs is preferred

**DUTIES** (include but not limited to):
- Serve as a mentor to assigned students by providing guidance, support and accurate information
- Consider all information regarding students as confidential and share information only with appropriate Bridge Staff
- The Academic Mentor is expected to provide assistance to the Bridge Program students on an individual and group basis as assigned, emphasizing the basic skills necessary to master the subject and complete the course requirements
- Provide follow-up on class assignments and students in consultation with program faculty
- Facilitate and conduct Study Sessions with skill and sensitivity at all times
- Develop success plans throughout the six weeks to assist students in achieving the necessary requirements as determined by faculty and Program
- Develop an effective and professional academic mentoring relationship with each student
- Encourage attendance of all extra-curriculum activities
- Maintain records of student’s academic success and/or progress
- Be thoroughly familiar with the courses material including knowledge of the syllabus assignments, exam schedules, and competency in all materials covered in the courses
- Become proficient at and practice the skills presented in training activities
- Consult with appropriate Bridge Staff and faculty regarding any needs to ensure continued Effectiveness
- Professional demeanor is required at all times
- Perform other duties as appropriate or assigned
Office Assistant: Office Assistants work under the direct supervision of EOP Transitional Programs and EOP Central Staff.

COMPENSATION: $1,350.00 plus $300 for training

QUALIFICATIONS:
• Maximum of one year as a matriculated student at CSUN, undergraduates preferred
• Applicants must be in good academic standing (i.e., not on probation)
• Ability to work independently and as part of a team
• Applicants must demonstrate the ability to communicate effectively, positively, and clearly
• Serve as a role model and demonstrate Respect, Responsibility, positive Attitude, and Maturity (RRAM)
• Experience with EOP Summer Transitional Programs is preferred

DUTIES (include but not limited to):
• Consider all information regarding students as confidential and share information only with appropriate Bridge Staff
• Answering phone calls
• Running errands
• Typing documents
• Deliver supplies and/or equipment to appropriate locations
• Keeping track of equipment which includes pick up and return
• Photocopying
• Maintaining the overall appearance of the Bridge Office
• Attend all evening films
• Accompany students to the health center if needed
• Collaborate with Resident and Academic Mentors regarding student’s participation
• Assist in serving of meals and/or other snacks, etc. as needed
• Encouraged to attend all extra-curricular activities
• Perform other duties as assigned