Job Announcements for: Mentors & Office Assistants

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

The 2018 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 24 – August 3, 2018 (additional days and some weekend work required)

TRAINING & STAFF DEVELOPMENT DURATION: June 8, June 11 - 15, 2018 - 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 30, 2018 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. This position requires you to work effectively with diverse, economically disadvantaged students.
Academic Mentor: Academic Mentors work under the direct supervision of EOP Transitional Programs. A strong background in Reading/Writing Skills and Ethnic Studies is highly desirable.

***Academic Mentors are required to continue their employment with the class cohort in the fall 2018 & spring 2019 semesters. Academic mentors will receive priority registration and will be compensated.

COMPENSATION: $2,050.00 plus $300 for training. Position requires minimum 6 hours per day – some evening hours will be required to work opening weekend.

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 (RAM)
- 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
- Required to attend and assist in the facilitation of all evening films
- 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
- Assist other mentors and/or Transitional Program’s staff in supervision of all participants
- Work cooperatively with the Residential component of Transitional Programs to ensure students receive maximum level of consistent academic assistance
- Professional demeanor is required at all times
- Perform other duties as appropriate or assigned

EOP TRANSITIONAL PROGRAMS
18111 Nordhoff Street • Northridge • California 91330-8366 • phone: (818) 677-4151 • fax: (818) 677-4153 • eop@csun.edu
**Resident Mentor**: Resident Mentors are full-time, live-in positions, responsible for the student’s total residential experience. Resident Mentors work under the direct supervision of EOP Transitional Programs.

***Resident Mentors*** are required to continue their employment with an EOP culture class cohort in the fall 2018 semester. Resident mentors will receive priority registration and will be compensated.

**COMPENSATION**: $2,250.00 including room and board plus $300 for training. Will be required to move in 4 days before start of Program.

**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
- Ability to work independently and as part of a team
- Must have a reliable means of transportation
- Serve as a role model and demonstrate Respect, Responsibility, positive Attitude, and Maturity (RRAM)
- Experience in residential life highly desirable
- 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
- 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
- Assist in maintaining a learning environment ensuring the safety and discipline of students
- Direct supervision and responsibility of- but not limited to- assigned group of students
- Assist other mentors and/or Transitional Program’s staff in supervision of all participants
- Assist in developing, organizing and implementing special activities
- Accompany students on any extra-curricular activity; i.e., film nights and/or other
- Bridge activities
- Required to attend and assist in the facilitation of all evening films
- Assist the Resource Manager in monitoring USDA requirements
- Accompany students to the health center if needed
- Create a safe and comfortable environment to conduct on-going meetings with students
- Assist Academic Mentors in class discussions as needed
- Work cooperatively with the Academic component of Transitional programs to ensure students receive maximum level of consistent assistance
- Professional demeanor required at all times
- Perform other duties as assigned
Office Assistant: Office Assistants work under the direct supervision of EOP Transitional Programs and EOP Central Staff.

***2017 Residential Bridge Students: Per EOP’s contract, substitution of summer course(s) will be negotiated.

COMPENSATION: $1,500.00 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
- Required to attend and assist in the facilitation of all evening films
- 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 both on campus and dormitory
- Attend all evening films
- Accompany students to the health center if needed
- Assist the Resource Manager in monitoring USDA requirements
- 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