POSITION: Training Specialist
Part-Time (25 hours/week), Temporary (10 months), Non-Benefited, Hourly, Non-Exempt

RECRUITMENT ID: 717

COMPENSATION: $25 - $30 per hour

LOCATION: Student Learning Center (SLC); Normally on campus but telecommuting during Covid-19

GENERAL PURPOSE: Adelante: A Postbaccalaureate Pipeline Program is a “Developing Hispanic Institutions” Title V grant funded by the Department of Education. The aim of the Adelante Program is to improve retention and graduation rates for Latinx and low-income college students and to develop their interests in and preparations for postbaccalaureate education. This multi-stage program encourages our Adelante students to dream big and plan accordingly, and is designed to support them through each stage from sophomore year to graduate school and beyond.

ESSENTIAL JOB FUNCTIONS: The main focus of this position is to design and create training manuals, online learning modules, and Center materials for Instructional Student Assistants to promote student success and preparation for postbaccalaureate study. The Training Specialist will review training materials from the College Reading and Learning Association and University of Missouri, Kansas City to ensure the Student Learning Center complies with certification standards from each. Duties include:

• Collaborating with SLC staff to deliver training to employees using a variety of instructional techniques.
• Collaborating with the Adelante Program Student Success Coordinator to support students participating in the Adelante Wayfinders Mentoring Program.
• The Training Specialist will be the lead in development of SLC study skills workshops, specifically those aimed at preparing undergraduate students for graduate level exploration and work.
• The Training Specialist will collaborate with the Director of the SLC to identify, monitor, and evaluate the effectiveness of assessment tools to guide students to enhance academic skills for success in their undergraduate studies and build confidence for graduate level work.

EMPLOYMENT STANDARDS:
• Bachelor’s degree required; graduate level education preferred.
• Experience working with university-level students, and skill in effectively planning, scheduling, and coordinating programs and activities.
• Experience with curriculum design, training facilitation, and evaluation of services.
• The incumbent must demonstrate excellent written and oral communication skills; ability to function cooperatively and productively as a member of a unit; and a commitment to diversity, equity, and inclusion.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
• Chico State Enterprises application
• Cover letter
• Resume
• Three professional references
Applications can be submitted:

BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.