

**PARAPROFESSIONAL ADVISOR** (part-time, 15 hours per week)

\* Although we are moving forward with hiring, these positions are contingent on the state of campus operations and financial wherewithal in the 2023 - 2024 school year.

By completing the application, you are applying to all positions. Each position requires a one-year commitment.

**IMPORTANT DATES:**

Summer, Fall and Spring trainings prior to the start of the semester. Dates will be given at the time of the interview

**MANDATORY TRAININGS:** TBD. **Trainings must be attended.**

**PARAPROFESSIONAL ADVISOR** - Works with students participating in the EOP First-Year Experience program. Duties include working with a core group of students; advising on GE requirements, course scheduling, and disseminating information and basic knowledge of university policy and procedures; maintaining accurate records of student contact and academic progress; planning programs; and completing end-of-semester student file summaries. The Paraprofessional Advisor must possess the ability to work with minimal supervision and pay close attention to detail. Additionally, in cooperation with a staff member, paraprofessionals may develop and facilitate workshops.

**DUTIES INCLUDE**, but are not limited to the following:

- Assist in academic advising for first-year freshman students
- Assist in facilitating workshops
- Actively participate in all trainings and weekly staff meetings
- Refer students to services for any problem identified during contact
- Distribute and follow up on mid-semester progress evaluations
- Participate in student panels and presentations to large groups
- Facilitate or assist in planning large group activities
- Able to work flexible hours, including some required evenings and weekends
- Will need to be available to sit in an EOP course link class twice a week (Dates and times will be given in the interview)
- Will need to be available to work at Summer Bridge and attend training in June
- Other duties as prescribed by your immediate supervisor

**QUALIFICATIONS INCLUDE:**

- By fall 2023, be a junior, or senior with a 2.5 GPA or above preferred (Sophomores can be considered)
- Possess above-average communication skills
- Ability to articulate and disseminate detailed information and speak to large groups
- Have knowledge of EOP's philosophy and goals
- Ability to relate to EOP students' needs
- Work-study is mandatory

**Live Scan Required**

**COMPENSATION:** \$16.50 per hour

**ADDITIONAL REQUIREMENTS:** The application must include the following documents:

- Current resume
- Cover letter
- Letter of recommendation not mandatory but will be appreciated

**APPLICATION DEADLINE:** Friday, March 10, 2023 at 5:00 pm

**Interviews for the position** will be conducted in person. Zoom will only be considered for special circumstances. Candidates selected for interviews can anticipate being contacted during the month of March. Interviews will also take place in March and first week of April.

**JOB CONTACT:** Teresa Hernandez, EOP FYE Coordinator, [tahernandez1@csuchioc.edu](mailto:tahernandez1@csuchioc.edu) or 530-898-6831

"The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment."

The University 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.

**Compliance training completion (approx. 4 hours of work time) is required of this position within the first 30 days of work. Student employees not meeting this requirement may be released from employment.**