**[10/10/19] [REQ # 2591]**

**EMPLOYMENT OPPORTUNITY**

**POSITION TITLE: CSUF-HEP Tutor and Outreach Assistant (Fallbrook)**

**DEPARTMENT COLLEGE OF EDUCATION/ CSUF-HEP grant**

**HOURS: 8 hours/ week**

**SALARY RANGE: $12.50 hourly**

**FLSA STATUS: non-exempt**

**Position Summary:**

**CSUF High School Equivalency Program (HEP)** seeks a school-age tutor and outreach assistant for its CSUF-HEP project. **CSUF-HEP** is federally-funded through a grant from the U.S. Department of Education, Office of Migrant Education. The goal of HEP is to assist migrant and seasonal agricultural workers (and their immediate family members) to obtain a high school equivalency certificate and subsequently, gain improved employment, or begin post secondary studies, or enlist in the military. CSUF-HEP offers high school equivalency preparation classes, transition to college, counseling and supportive services including enrichment activities for children of eligible participants in Orange, Riverside, San Bernardino, and San Diego counties.

CSUF HEP is currently looking for a school-age tutor and outreach assistant to lead enrichment and tutoring activities for the school-age children of participating adults and to support other outreach and classroom activities. Ideal candidate should be available 3 nights a week for class meetings in Fallbrook, CA.

**Essential Duties**

* Lead enrichment and literacy activities for participating students’ school-age children,
* Maintain classroom environment conducive to learning,
* Communicate student issues to site instructors and program coordinators,
* Assist program staff with collection of registration paperwork and class attendance,
* Provide program information to interested families,
* Attend regularly scheduled staff meetings, as well as appropriate training sessions and meetings as requested,
* Assist project staff in other duties as deemed necessary to attaining the established program’s goals.

**Other Duties:**

* Provides other duties as assigned.

**Qualifications:**

* Bilingual and able to read, write and speak Spanish proficiently
* Familiarity with educational and social contexts of adult students of diverse backgrounds, especially Latino/Chicano students
* Ability to communicate effectively orally and in written form
* Ability to apply and implement effective classroom management strategies
* Computer literate with demonstrated competency in word processing and spreadsheet skills.
* Ability to work cooperatively with program staff and participants and contribute to the development of strategies and interventions to be implemented by the project

**EDUCATION:**

* A.A. or A.S. or relevant combination of education and work experience

**PHYSICAL DEMANDS:**

Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

**APPLICATION PROCEDURE:**

To be considered an applicant; you ***must*** apply through our online applicant portal found on the following site: <https://www.governmentjobs.com/careers/csufasc>

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at [ascemployment@fullerton.edu](mailto:ascemployment@fullerton.edu) or (657) 278-4120.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the ASC. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASC employees who apply for the position.

*CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer.  All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.*