POSITION ANNOUNCEMENT

TITLE: CONVERSATION PARTNER
DEPARTMENT: AMERICAN LANGUAGE PROGRAM
UNIVERSITY EXTENDED EDUCATION
REPORTS TO: DIRECTOR, AMERICAN LANGUAGE PROGRAM
HOURS: PART-TIME (UP TO 20 HOURS PER WEEK)
SALARY RANGE: $10.00 – 10.50 PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The American Language Program (ALP) is administered by University Extended Education at California State University, Fullerton. ALP is seeking current Cal State Fullerton students who have an interest in working with international students.

ESSENTIAL FUNCTIONS:
- Assist instructors in oral language classes
- Assist students build oral language skills through informal practice and communicative activities
- Facilitate group discussions on topics of interest
- Participate in Student Life activities outside of the classroom
- Work one on one with students, as assigned

MINIMUM QUALIFICATIONS:
- Ability to express ideas clearly, using correct speech, while actively listening to student responses
- Native or near-native proficiency in English
- Knowledge of US/pop culture
- Awareness of cultural differences while showing impartiality to any particular ethnic group
- Sensitivity to the needs of international students
- Present a positive image of the United States, CSUF and ALP

EDUCATION:
High school diploma, current CSUF student

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:

http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

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.

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.