POSITION ANNOUNCEMENT

TITLE: PROJECT ASSISTANT
(1 POSITION)
DEPARTMENT: COLLEGE OF EDUCATION/EDUCATIONAL LEADERSHIP
REPORTS TO: PROJECT SPECIALIST
HOURS: PART-TIME (UP TO 20 HOURS PER WEEK).
SALARY RANGE: $12 PER HOUR
FLSA STATUS: NON-EXEMPT

*Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond the current Grant/Contract funding is contingent upon continued funding.

POSITION SUMMARY:
Under the supervision of the Project Specialist, the Project Assistant will work with community college students from the Rancho Santiago Community College District and Fullerton College in addition to working with high school students from five school districts (Orange, Santa Ana, Garden Grove, Anaheim and Fullerton Joint USDs). The project assistant will collaborate with teachers, university faculty, JPL/NASA professionals, project specialist, and other project assistants to support the students’ learning experience and facilitate successful engagement in the teacher pathway program. The incumbent will work to create an academically nurturing and rigorous environment that promotes critical and creative thinking, and provides participants with a space for networking, leadership, and student development. The project assistant also serves as an academic tutor during classroom sessions and lead classroom discussions, teambuilding, networking, and leadership activities.

ESSENTIAL FUNCTIONS:
- Collaborate with program staff and faculty to support the professional development for teachers, the 7 week Summer STEM Institute, and the Summer Residential Institute in the Teacher Pathway Partnership program.
- Coordinate with project specialist and project assistants activities to provide participants a space for networking, leadership, and student development.
- Attend regular meetings with program staff to discuss activities and discuss student progress.
- Supervise and provide validation and support to community college students during study hall and after school program.
- Develop an academically nurturing and rigorous environment that promotes critical and creative thinking for all students.
- Motivate and challenge participants to develop the skills necessary for college success.
- Help participants develop a positive attitude toward themselves and their academic abilities.
• Assess participant progress and development on an on-going basis to determine participant needs.
• At the end of the summer program assess each participants’ overall progress, strengths, and areas that require further development.

MINIMUM QUALIFICATIONS:
• Experience working with first generation and low-income students.
• Ability to work in collaborative environments and the ability to develop effective strategies for participant engagement and participation.
• Good interpersonal and communication skills.
• Self-starter with the ability to work with minimal supervision
• Experience handling stressful situations effectively.
• Experience working in a STEM program or similar program with underrepresented students.
• Experience developing intentional teambuilding, networking, and leadership activities.

EDUCATION:
Bachelor’s degree in a related field with at least one year of experience. Graduate students in higher education program or with a Master’s degree in student affairs preferred.

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

** Please attach your resume and cover letter with your application**

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.