STUDENT ASSISTANT POSITION ANNOUNCEMENT

TITLE: INSTRUCTIONAL ASSISTANTS
DEPARTMENT: EDUCATIONAL LEADERSHIP/TEACHER PATHWAY PARTNERSHIP
REPORTS TO: PROJECT SPECIALIST/FACULTY
HOURS: PART-TIME
UP TO 8 HOURS PER WEEK; MUST BE AVAILABLE FROM JUNE 13, TO JULY 29, 2016
SALARY: $15.00 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 Teacher Pathway faculty and project specialist, the instructional assistant will work with community college students from the Rancho Santiago Community College District and Fullerton College during the 7 week Summer STEM Institute. The instructional assistant will collaborate with university faculty, Jet Propulsion Laboratory (JPL)/NASA educator, project specialist, and project assistants to support the students’ learning experience and facilitate successful engagement in the Summer STEM Institute. The instructional assistant will work to create an academically nurturing and rigorous environment that promotes critical and creative thinking. Furthermore, the instructional assistant will supervise and provide feedback regarding participants’ lesson planning and enactment of weekly project-based lesson in the field at an after school program. The instructional assistant leads classroom discussions, serves as a role model and mentor to participants, and collaborates to assess each participants’ overall progress, strengths, and areas that require further development.

ESSENTIAL FUNCTIONS:
• Collaborate with university faculty, Jet Propulsion Laboratory (JPL)/NASA educator, project specialist, and project assistants to support the students’ learning experience and facilitate successful engagement in the 7 week Summer STEM Institute.
• Develop an academically nurturing and rigorous environment that promotes critical and creative thinking for all students.
• Supervise and provide feedback regarding participants’ lesson planning and enactment of weekly project-based lesson in the field at an after school program.
• Attend regular meetings with program staff to discuss activities and discuss student progress.
• 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
• Experience working in a STEM program or similar program with underrepresented students.
• Students must be available to work the following schedule between June 13-July 29:
  Mondays: 1:00 p.m. – 5:00 p.m.
  Tuesdays 1:00 p.m. – 5:00 p.m.; Thursday, July 7 from 1:00 p.m. – 3:00 p.m.
  Wednesdays 1:00 p.m. – 3:00 p.m.; Wednesday, July 6 from 1:00 p.m. – 5:00 p.m.
EDUCATION:
- Bachelor’s degree in a related field with at least one year of experience. Students completing a teaching credential preferred.
- Must be a matriculated CSUF student enrolled in a minimum of 6 units during the current semester.

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.