

Department: Center for Educational Partnerships - Fresno, CA

**Position Title
& Position**

Code: Learning Assistant – SCEP8428A

Closing Date: Open until filled

Salary: \$12.00

Background

check: Background check may be required

Description: UC Merced Center for Educational Partnerships through the TRIO programs is partnering with various schools in the Central Valley to implement a series of academic enrichment activities focused on Mathematics, English Language Arts, Science, Foreign Language, History and Social Cultural Studies. These activities will take place during the academic year along with various mandatory training sessions for staff.

Scope of Service: Learning Assistants agrees to provide:

Under the supervision and guidance of the TRIO Project Director(s), learning assistants will serve as leaders, advisors, educators, and role models to incoming 9th, 10th, 11th, and 12th grade program participants attending after school tutoring and/or Saturday Academy sessions.

Under the direct supervision of the TRIO Project Director(s), learning assistants will participate in all aspects of the academic enrichment activities. Learning Assistants will be responsible to:

- Provide academic advising to students individually or in small groups
- Determine from student notes and discussions the concepts that need to be reviewed
- Assist teachers in conducting all sessions associated with the Saturday Academy
- Guide Student session groups in Mathematics, English Language Arts, Science, Foreign Language, History and Social Cultural Studies
- Assist teachers in evaluation of student Academic binders, notes and assignment sheets
- Assist teachers during workshop debriefing sessions in Mathematics, English Language Arts, Science, Foreign Language, History and Social Cultural Studies
- Become familiar with all materials and technology tools used by the students
- Assist in developing a resource file of enrichment materials for use in academic enrichment sessions and communicate to teachers student progress and/or areas of improvement
- Work with low-income, underrepresented students and the interventions necessary to reach this community through culturally appropriate strategies and approaches
- Provide strong verbal communication and presentation skills
- Monitor student behavior, write and submit incident reports of any violations of the Student Contract Agreement
- Maintain daily/weekly records of all student contacts and complete reports as assigned by supervisor
- Facilitate small/large group activities; leadership, cultural, and social as required
- Incumbent shall at times demonstrate cooperative behavior with colleagues

and supervisors

- Maintain CEP suite spaces, including work room, kitchen, lobby, conference room and storage rooms
- Maintain general office equipment sign-ins, maintenance and refilling of supplies when necessary
- Assist with the completion of academic preparation program projects as determined by supervisor
- Other duties as assigned.

Qualifications: •In the process of attaining a Bachelor's Degree.

- Maintain a minimum cumulative GPA of 3.0.
- Demonstrate strong math/science and/or English language arts knowledge
- Must have excellent communication skills, both verbal and written;
- Ability to maintain complete discretion, confidentiality, sensitivity, and professional judgment
- Ability to utilize computerized applications for word processing and spreadsheets, as well as electronic mail, specific applications include Word, Excel, and Outlook; and internet
- Experience with data entry and the maintenance of computer files and databases
- Demonstrated experience working with low income, underrepresented students and the interventions; necessary to reach this community through culturally appropriate strategies and approaches
- Ability to manage workload, both independently and as part of a team and deal with stressful situations
- Must have excellent organization skills and ability to meet deadlines
- Ability to follow detailed instructions
- Ability to work on multiple projects simultaneously
- Ability to maintain excellent attendance and promptness;
- Ability to act responsibly in a professional work environment
- Able to work during normal work hours: Monday-Friday, 8:00 am–5:00 pm occasional evenings and/or weekends will be required;
- Must have friendly attitude, excellent customer service skills and phone etiquette
- Strong willingness to learn about the CEP processes, resources, as well as campus policies and procedures

This position is open for both undergraduate and graduate students.

Special Conditions of Employment:

- Must submit unofficial school transcript
- Must pass assessment in math and/or English Language Arts;
- Must pass a background check and Livescan

To Apply: Please complete a UC Merced [application](#) and email along with resume and cover letter to ucmcareers@ucmerced.edu. Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email ucmcareers@ucmerced.edu or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to UCMcareers@ucmerced.edu

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

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As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

E-Verify: Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>

