Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to the Director of Upward Bound Piner; the Associate Director of Pre-Collegiate Programs; the Assistant Director of Upward Bound Lower Lake; the Manager of Upward Bound Upper Lake; or the Manager of Upward Bound Fort Bragg, the Pre-Collegiate Programs Program Assistant provides office and in-class academic/tutorial one-on-one and group support to students attending the Summer/STEM Academy program.

**Major Duties:** Major duties of the position include, but are not limited to, the following:
- Providing academic, tutorial, and mentoring support to Pre-Collegiate Programs’ students
- Tracking and documenting all mentoring and tutorial services for follow up by Outreach Services
- Tracking attendance, compiling/inputting grades, and proctoring tests
- Preparing resource spreadsheets and compiling data from program-specific research
- Entering data, filing, phone triage, document and department mailer preparation
- Working with the Fiscal and Information Specialist to set up, check in/out, monitor and distribute Chromebooks and Hotspots for Pre-Collegiate Programs’ students as well as assisting in the G-Suite administration
- Providing assistance and support during virtual and in-person events and workshops
- Chaperoning field trips and events
- Organizing, picking-up, and delivering classroom materials and supplies
- Assisting instructors with lesson plan implementation
- Escorting student to and from class, program activities, bus stop and lunch locations
- Serving as a meal monitor
- Attending staff meetings

**Minimum Qualifications:**
- Experience and/or sensitivity working with a diverse student population, including those from low-income, first-generation backgrounds
- Excellent communication and listening skills
- Skill in following detailed directions
- Spanish/English bilingual preferred
- Ability to
  - prioritize multiple work responsibilities
  - take initiative in carrying out assigned tasks
  - work independently and use mature judgment
  - Represent the Pre-Collegiate Programs department and university in a professional manner

Must also have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.