

SUPERVISOR: Community Advancement Programs Manager

LOCATION: APU East Campus - CCEL Building 22 | Center for Career & Community Engaged Learning

POSITION: CCSD GA | CAP Program Coordinator/Site Supervisor, *Azusa Reads Writes Counts (ARWC)* Tutoring Program

DEDICATED SPACE: Yes

USE OF PERSONAL LAPTOP: Computer Provided (use of personal laptop allowed)

POSITION SUMMARY:

Community Advancement Programs (CAP) is housed within APU's Center for Career & Community-Engaged Learning (CCEL). CAP hires APU students who are eligible for Federal Work-Study (FWS) to work in community programs that 1) Meet needs in the local community, and 2) Provide students with meaningful employment to contribute to educational development and goals. This commitment to serve and empower the local community through sustainable programs supports APU's community engagement goals, bringing together community and university resources.

The primary duties of the Graduate Assistant will be to serve as coordinator and site supervisor for the Azusa Reads Writes & Counts (ARWC) tutoring program and APU student staff team at the Azusa City library. Will also work alongside CAP office staff team in planning, scheduling, student site staff recruitment/hiring/onboarding and collaborative projects to strengthen and expand APU's community advancement programs and student staff team.

SPECIFIC RESPONSIBILITIES:

1. Leadership (LEAD)

- a. Coordinate planning and execution of the community tutoring program at the Azusa city library in collaboration with CAP staff team and community partners
- b. Provide oversight of ARWC student tutor team, including training & check-ins and team meetings
- c. Effectively plan and communicate with team members, staff, and community partners to carry out program operations, such as scheduling, registration, resources, and end of year community event

2. Advising and Supporting (A/S)

- a. Establish professional, supportive relationships with undergraduate tutor staff, in order to provide training, support, accountability, and resources to support their roles and overall development and cohesiveness of the team
- b. Support the development of community students through tutoring programs, focusing on improving reading, writing, and mathematics

3. Organizational and Human Resources (OHR)

- a. Assist in the recruitment, hiring, and onboarding of APU undergraduate students for community-based federal work study programs
- b. Supervise 10-20 undergraduate students hired for community tutoring program.

4. Technology (TECH)

- a. Utilize Handshake, APU's Career Platform, to post positions, track applicants, and notify candidates of job offers/declines

- b. Leverage scheduling technologies to assist ARWC tutors and AUSD students for tutoring appointments
- c. Update CAP Google Site with relevant information regarding ARWC

See CCSD Rubric Below

POSITION QUALIFICATIONS AND SKILLS:

1. Must be a APU CCSD graduate student enrolled in a minimum of 3 units
2. Strong organizational, management, critical thinking, and problem-solving skills
3. Excellent interpersonal and written communication skills
4. High value on teamwork and collaboration
5. Strong team-building skills/experience and ability to leverage the strengths of others to achieve common goals
6. Demonstrates personal accountability and effective work habits
7. Ability to work and collaborate with a dynamic and diverse team
8. Demonstrated fluency with Microsoft Office, Google Apps, and other digital programs
9. Ability to learn and support university and Center goals and systems

Other Requirements:

- Conversational or fluency in Spanish and English highly preferred
- Valid Driver's License, car insurance, and reliable means of transportation

HOURS/EXPECTED ATTENDANCE: 15-20 hours a week, during normal hours of operation. Some evenings/weekend responsibilities on occasion

- 1-2 hours weekly for team meetings and one-on-one meetings with supervisor
- 1-2 days per week on-site at the Azusa City Library (mileage reimbursement available)
- 5-10 hours of administrative support, program planning, utilizing Handshake and other software to support the work of CAP and ARWC
- Training will take place 1-2 weeks before the beginning of the fall semester. This time will include training for all employees in Career and Community Engaged Learning as well as department-specific training.

PHYSICAL, MENTAL AND VISUAL DEMANDS:

- Office Equipment: Use of either IOS or Windows computers, telephone, print/copy machine.
- Physical Demands: Job requires extended periods seated at the computer; occasionally requires standing and lifting/carrying up to 20 lbs on event days, occasionally requires travel between APU Azusa campuses (East Campus and West Campus)
- Mental Demands: Frequently requires reviewing documents and providing feedback, communicating with students/staff/faculty via email/zoom, presenting/public speaking to classroom sized audiences, general reading and writing.
- Working Conditions: Comfortable, quiet indoor office environment.

CAREER COMPETENCIES:

This position offers professional development opportunities for [Career Competencies](#) including:

- Leadership
- Critical Thinking & Problem Solving
- Oral & Written Communication
- Teamwork/Collaboration
- Digital Technology
- Professionalism & Work Ethic
- Career & Self Development
- Equity & Inclusion

QUESTIONS:

If you have any questions, please contact the Community Advancement Programs Manager, Michelle McDonald at mmcdonald@apu.edu

Review of applications will begin immediately, and the position will remain open until filled unless otherwise stated. Azusa Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures.

CCSD Competency Rubric:

CCSD Competency	Examples of Work Performed	Progression Metrics
Leadership (LEAD)	Addresses the knowledge, skills, and dispositions required of a leader, both the individual role and the leadership process of individuals working together to envision, plan, and affect change in preparation and execution of the program. This includes working with students, staff, related departments, and community members.	Developing & fostering leadership of undergraduate staff team, effective coordination with various stakeholders, successful execution of the program and related events; beneficial service to the students & families of Azusa.
Advising and Supporting (A/S)	Addresses the knowledge, skills, and dispositions related to providing advising and support to individuals and groups through direction, feedback, critique, referral, and guidance related to professional development and accountability in role.	Development of higher order capacities for listening, addressing group dynamics, managing conflict and crisis situations, and partnering with other professionals, including students, staff and community partners.
Organization and Human Resources (OHR)	Includes knowledge, skills, and dispositions used in the management of institutional human capital, financial, and physical resources. Addresses selection, supervision, motivation, and evaluation of staff; effective management of financial resources, facilities management	Successfully recruiting, interviewing, hiring, and onboard new and existing students to APU Community Advancement Programs, especially for the ARWC tutoring program. Effective use and improvement of team resources and procedures
Technology (TECH)	Focuses on the use of digital tools, resources, and technologies for the advancement of student learning, development, and success as well as improve the accessibility of resources for students and community members. Included in this area are knowledge, skills, and dispositions that lead to the generation of digital literacy for community members, their families, and APU students.	Professional growth in this competency area is marked by increased understanding/application of the Handshake Job platform and Tutor Scheduling platform. Advanced level outcomes also include a higher degree of innovation and streamlined processes to provide greater efficacy in program operations to benefit the student team and community participants.