

Department: **Tutorial Program/Learning and Academic Resource Center**

Working Title: **Tutor**

Classification: **Instructional Student Assistant**

Number of Openings: **10 to 20 new tutors, based on tutoring requests**

Pay Rate: **\$14.00/hour**

Appointment: **2 - 18 hours/week**

Expected Dates of Employment: **August 20, 2019 - May 21, 2020**

Deadline to Apply: **Any time during the academic year**

Requisition #: TC_ISA_1920

DUTIES OF THE POSITION

A Tutor working in the SSU Tutorial Program helps enrolled students comprehend course material and understand classroom assignments. The Tutor provides individual, small group and drop-in tutorial assistance in order to compliment classroom instruction. The Tutor assesses the tutee's skills and understanding of course material, identifies concepts and content that needs to be reviewed, and assists the student in their learning processes. Tutors do not do homework for students, but assist the student in comprehending and completing homework themselves. The Tutor is expected to complete all employment forms and submit time sheets in a timely manner. The Tutor must use the designated scheduling website to post their schedule of availability and manage individual appointments. Tutors will follow Tutorial Program policies, including cancellation policies. Attend pre-term tutor training sessions, and bi-monthly tutor meetings and reports to the Tutorial Program Coordinator regularly. Tutors model appropriate professional attitudes and behavior towards staff, faculty and students. Maintains professional confidentiality standards regarding student participation in tutoring, grades and student complaints.

MINIMUM QUALIFICATIONS

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course. Admission or registration as a University student. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

HIRING CRITERIA

The Tutor must possess a thorough knowledge of appropriate course material and must have received at least a 'B' in the particular course for which tutoring is being offered. Maintain a 2.7 or higher cumulative GPA. Must demonstrate interest in understanding students' learning capacities as well as difficulties, and make the tutee the central concern of the tutor/tutee relationship. The Tutor must also possess good interpersonal communication skills and have a proven ability to work with others, including students from various, income, cultural, and academic backgrounds. Must be punctual and be able to work at least 2 hours per week.

HOW TO APPLY

Complete a Tutor Application and submit via email to the Tutorial/SI Program Coordinator at orme@sonoma.edu or in person at the Learning and Academic Resource Center, 1103 Schulz.

HIRING NOTIFICATION

A Tutorial Program/LARC staff person will call or email the candidate for an interview. After the interview the candidate will be notified of the hiring decision.

SUPERVISOR

Cora Orme, Tutorial/SI Program Coordinator, and Loriann Negri, LARC Director

OTHER INFORMATION

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.



SONOMA STATE UNIVERSITY

1801 East Cotati Avenue
Rohnert Park, CA 94928-3609