STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Tutor
for the 2017-18 Academic Year

Department: Tutorial Center
Classification: Instructional Student Assistant
Pay rate: $13.00 per hour

Expected percentage of appointment or hours per week: from 2 to 18 hrs/week
Number of openings: 10 to 20 new tutors, based on tutoring requests

Deadline to apply: any time during the academic year

Description of duties: 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 complement 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 Wiseguy.com/ssu website to post their schedule of availability and manage individual appointments. Tutors will follow Tutorial Center policies, including cancellation policies. 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 for this classification: 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 or tutor a course. Must be currently enrolled or admitted as a University student. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

Hiring Criteria for this job: 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 to Tutorial Center

How you will be notified of the hiring decision: A Tutorial Program staff person will call the candidate for an interview. After the interview the candidate will be notified of the hiring decision.

Supervisor for this position: Cora Orme, Tutorial Center Coordinator

NOTES:
1. The classification Teaching Associate is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or programs in which the Graduate Assistant is doing graduate work. 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.
2. 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.
3. Sonoma State University is an affirmative action/equal opportunity employer and has a strong commitment to the principle of diversity. We seek a broad spectrum of candidates including members of underrepresented groups. Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at 707/664-2227 or TDD (using the California Relay Service) at 877/735-2929.
4. 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.