



EOP (Tutors)

LEARNING SUPPORT CENTER (LSC) — TUTOR-MENTORS

Tutor-mentor in all SDSU academic subjects, academic skills, and study skills.

GENERAL DESCRIPTION OF DUTIES: Under supervision, Instructional Student Assistants perform combined tutoring and mentoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term.

MINIMUM QUALIFICATIONS: Knowledge and Abilities: Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Satisfactory completion of identical, equivalent or more advanced coursework is required in order to tutor a course. Demonstrated ability in writing in a variety of subject areas is required to tutor writing. Special Qualification: Admission or registration as a CSU student. On-Campus Work-Study Instructional Student Assistants must meet the eligibility requirements of the Federal Work-Study Program, as determined by the campus's financial aid office.

EXCEPTIONS: Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority.

APPLICATION PROCEDURES AND HIRING UNIT CONTACT PERSON: To apply, please submit a copy of unofficial transcripts and an application form. International transcripts are welcomed with an official interpretation of equivalency. A faculty recommendation in the course or subject area to be tutored is highly desirable. Approved Work Study students are encouraged to apply. Application materials and/or inquiries should be directed to:

- Dr. Jeff Harlig, Coordinator, EOP Learning Support Center, eoplsc@sdsu.edu

DESCRIPTION OF DUTIES: Under the supervision of the LSC Coordinator, Instructional Student Assistants will perform tutoring duties, and other duties as assigned, during the hours they work in the EOP LSC. The tutor's role will be to provide guidance in learning of subject matter. In addition to content assistance where applicable, tutors will be responsible for imparting to their tutees college survival skills that will help them attain their academic goals, such as effective time management skills, critical thinking skills, and active participation in the learning process. Tutors will participate in pre-service and in-service training. They will be required to file brief reports on each tutoring session. Tutors will receive developmental evaluations periodically from the LSC Coordinator.

HIRING CRITERIA: Applicants must possess the ability to perform the assigned work. Prior experience with tutoring or mentoring children, adolescents, or adults is highly desirable, but not required. An instructor recommendation is also highly desirable. Applicants should possess the ability to work well with staff and students. Completion of relevant coursework or the equivalent with a grade of 'B' or better is required. Applicants must have a minimum of a 3.0 GPA.

PERCENTAGE OR HOURS OF APPOINTMENT: Varies, depending on student demand and/or availability of tutor (0 to 20 hours per week).

DEADLINE TO APPLY AND PROCEDURES FOR NOTIFICATION: Applications are accepted on a rolling basis throughout the calendar year. For Fall 2017 placement, preference will be given to applications received by August 20, 2017. All applications will be reviewed, and qualified applicants will be contacted for an interview. All offers are contingent upon budget and EOP student demand.

SDSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.

The person holding 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.