



ANNOUNCEMENT OF OPENING—FY 2008-2009

POSITION: University Tutorial Center Tutor. A part-time Instructional Student Assistant position.

STARTING DATE: To be determined upon hiring. Paid tutor training must be completed prior to beginning work as a tutor.

BENEFITS: Meet and interact with other college students; receive the satisfaction of helping others to succeed; improve your subject-area knowledge, understanding, and skills; learn and develop useful tutoring, interpersonal, and communication skills; earn nationally-recognized College Reading and Learning Association (CRLA) tutor certification; earn \$10.00 (starting) - \$15.33 per hour; work a flexible schedule on-campus; receive priority registration; and gain valuable part-time work experience to list on your resume.

QUALIFICATIONS: Be a matriculated CSULA student in continuing student status at junior, senior or graduate level; be enrolled in a minimum of 6 units as an undergraduate or 4 units as a graduate at CSULA the quarter hired (proof of enrollment will be verified) and every quarter employed thereafter; maintain minimum 3.00 overall CSLA grade point average and a minimum 3.00 grade point average in the major; have completed courses to be tutored with a grade of A or B (grades will be verified); obtain faculty recommendations; tutor a number and/or variety of courses needed by the Center; NOT be employed on-campus as a Teaching Associate teaching one or more courses; have good oral and written communication skills and good listening skills; be willing and committed to helping others; be able to work under pressure and appropriately handle difficult situations; be dependable and maintain consistent punctual attendance; be patient, friendly, and courteous, and have a positive, nonjudgmental attitude; be able to work collaboratively with a diverse multi-ethnic, multi-cultural student population; be open-minded, flexible, and adaptable to change; and be willing to learn and accept training, supervision, and evaluation.

DUTIES: Working under the supervision of the University Tutorial Center Director and Office Manager, University Tutorial Center Tutors work one-to-one and in small groups with CSULA students on specific course-related assignments in a variety of college-level academic courses to assist students to better prepare, improve their knowledge and understanding, and develop the skills for college success— Attend scheduled tutor meetings and training sessions; diagnose students' course- and study skills-related student problems and work with them in a collaborative, interactive, supportive manner to enable the students to do their own work; administer and interpret learning and study strategies assessments; teach appropriate strategies for organizing and remembering information; assist students to develop their critical thinking and problem-solving skills; monitor, evaluate, and provide feedback on student performance and progress; motivate and aid students to become independent learners; make appropriate referrals to campus services; after training, conduct classroom presentations on time management, note-taking, and test-taking; serve as an assistant tutor trainer upon completion of College Reading and Learning Association Level III Master Tutor Certification; publicize and recruit students to use the Center; answer telephones and assist students to schedule tutoring appointments when required.

SALARY RANGE: \$10.00 to \$15.33 per hour (for FY 2008-2009). Tutors work nine weeks each quarter and work 10 - 20 hours per week. New temporary appointments are for six months at a time from July 1, 2008 to June 30, 2009, pending fiscal consideration and performance appraisal.

REQUIRED DOCUMENTATION/APPLICATION PROCEDURES: First, submit directly to the Career Development Center, a completed Student Employee Application. **Incomplete applications will not be considered.** Second, submit directly to the University Tutorial Center a Tutor Applicant's Course (courses you are willing, able, and eager to tutor) & Faculty Recommendation List (names and addresses of faculty members from whom letters of recommendation can be requested). Submit upon request, a copy of transcripts from transfer institution(s) to verify grades in courses not taken at CSULA. Not everyone who submits an application will be interviewed. Employment is contingent upon and submission of all completed employment forms, meeting qualifications, successful interview, and proof of eligibility to work in the United States.

APPLICATION DEADLINE: Student Employee Applications are available at the Career Development Center or online at <http://www.calstatela.edu/univ/cdc/stuappli.pdf>, or the University Tutorial Center. Tutor Applicant's Course & Faculty Recommendation List forms are available at the University Tutorial Center Office. Review of applications will continue until positions are filled; however, the position may close when an adequate number of qualified applications are received.

AN EQUAL OPPORTUNITY /AFFIRMATIVE ACTION/HANDICAPPED/TITLE IX EMPLOYER