July 9, 2019

Science Tutor, UAS 1613
Bridges to the Future

Salary Range: $15.00/ hourly

Work Schedule: This is a student, part-time position; hours will vary depending on the need of tutoring and assisting in the various science workshops. Generally, about 15 hours/week.; non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before April 30, 2020, with the possibility of renewal contingent upon the availability of funds.

Position Overview:
Under the direct supervision of the Principal Investigator, the incumbent will provide individual and small group tutoring sessions in science subjects in which the tutor has attained a grade of B+ or better. The tutor facilitates learning as a guide and coach to assist the student to become a successful, independent learner. The purpose of tutoring is to increase and enhance mastery of concepts or applications of a specific course of study. Science tutors integrate effective study and learning strategies to maximize the tutee's potential for academic progress. Science tutors are expected to contact instructors and maintain ongoing communication with the Director of the MORE Programs student success. Science tutoring is a supplement to teaching.

Essential Job Functions:
• Tutor students in chemistry (general, organic) and math (calculus) course material and integrate study and learning strategies to promote independent learning. This can be done on a one-to-one or small group basis.
• Consistently maintain a weekly schedule of work hours depending on the tutee's class schedule and availability.
• Keep track of regular and accurate records of tutoring sessions using the appropriate forms.
• Tutor will meet with instructor(s) of the science course(s) they are tutoring and discuss the role of a tutor, and obtain any information that will assist to effectively tutor.
• Tutor will assist in various chemistry workshops.
• Other duties as assigned

Requirements: The incumbent must be a current Cal State LA Student. A completed Student Employment Application is required along with proof of course schedule, and copy of current transcript to determine enrollment status. The Science Tutor must demonstrate an ability to quickly establish rapport and communication with students. Tutors must have completed science course(s) earning a B+ or better. Preferably an A received in the science course(s). The incumbent must also demonstrate an interest and/or ability in working in a multicultural/ multiethnic environment.

Review of applications/resumes will begin July 12, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534
UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

Student Employment Application:  
http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./Employment/student_application.pdf