INSTRUCTIONAL STUDENT ASSISTANT JOB DESCRIPTION

Fall 2019

STARTING DATE & SALARY: Fall 2019 semester. New appointments are for one academic semester (15 weeks). Appointments automatically expire after each semester and carry no guarantee of appointment in any subsequent semester. Starting salary is $13.50 per hour.

MINIMUM QUALIFICATIONS: Degree-seeking undergraduate or graduate student. Instructional Student Assistants must have attended Cal State LA for at least one semester prior to applying for this position, be registered in a Cal State LA undergraduate or graduate degree program and must be enrolled in courses towards the completion of the degree during the appointment period. Extended Education, Open University, and English Language Program students are not eligible for student employment. Be enrolled in a minimum of 6 units as an undergraduate or 4 units as a graduate at Cal State LA the semester hired and every semester employed thereafter, maintain minimum 3.00 overall Cal State LA 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. Applicants should have the ability to relate well to others within the academic environment, and demonstrate ability and/or interest in working in a multi-ethnic, multi-cultural environment.

PREFERRED QUALIFICATIONS: Applicants should be matriculating Cal State LA students in continuing student status at junior, senior or graduate level; be able to tutor for two semesters; be faculty recommended; tutor a number and/or variety of courses needed by the Center; have good oral and written communication skills and good listening skills; have good public speaking skills; be able to work with small groups; 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 open-minded, flexible, and adaptable to change; and be willing to learn and accept training, supervision, and evaluation.

HIRING CRITERIA: Submission of completed required documentation; matriculating Cal State LA undergraduate or graduate student; at least one semester of attendance at Cal State LA prior to applying; must have and maintain a minimum GPA of 3.00 each semester employed and a minimum 3.00 overall Cal State LA grade point average; completed courses to be tutored with a grade of A or B; faculty recommended; tutor a number and/or a variety of courses needed by the Center. Have availability to work a minimum of 10 hours, during days & times that meet the needs of the Center. Undergo a successful interview process. All new hires must show proof of enrollment at Cal State LA for the semester to be hired and a prior semester GPA of 3.00.

DUTIES: Working under the supervision of the University Tutorial Center Lead Coordinator and the Administrative Support Coordinator, University Tutorial Center Tutors work one-to-one
and in small groups with Cal State LA 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 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 the Center, time management, note-taking, and test-taking and provide academic coaching; help publicize and recruit students to use the Center; answer telephones and assist students to schedule tutoring appointments and check-in for walk-in tutoring when required.

**REQUIRED DOCUMENTATION:** Initial standard documentation includes a completed Student Employee Application with the Job Title (Instructional Student Assistant) and Department (University Tutorial Center), the Course List & Details form, current resume, and Faculty Recommendation Form. Submit upon request, a copy of transcripts from transfer institution(s) to verify grades in courses not taken at Cal State LA. Employment contingent upon proof of eligibility to work in the United States.

**About Cal State LA - University Tutorial Center**

The University Tutorial Center offers academic skills support to all currently-enrolled Cal State LA students. We are working hard to update our current site. In the meantime, you will find information about the Center and its services and resources. You will also find a link to our Facebook page. Our services include subject-area appointment tutoring, math walk-in tutoring, online tutoring (NetTutor), in-Center and classroom study skills presentations, and an online library of academic skills resources.