INSTRUCTIONAL STUDENT ASSISTANT POSITION ANNOUNCEMENT
FY 2015-2016

POSITION: Instructional Student Assistant Tutor for the University Tutorial Center

STARTING DATE: Beginning Summer Quarter 2015

MINIMUM QUALIFICATIONS: Degree-seeking undergraduate or graduate student. Instructional Student Assistants must have attended Cal State LA for at least one quarter 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 quarter hired and every quarter 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 multiethnic, multicultural environment. Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

PREFERRED QUALIFICATIONS: Applicants should be matriculating Cal State LA students in continuing student status at junior, senior or graduate level; 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 quarter of attendance at Cal State LA prior to applying; 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; preparation and interest; ability to explain clearly; listening and oral communication skills; attitude and demeanor; prior training and experience; patience; willingness to accept responsibility; and willingness to accept training, supervision, and evaluation; All new hires must be enrolled at Cal State LA at the time of employment.

DUTIES: Working under the supervision of the University Tutorial Center Director and 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 (Note: As a condition of employment, all three levels of College Reading and Learning Association tutor certification training are required to be successfully completed by the end of the first three quarters of employment); 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 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.

**SALARY:**
Current Instructional Student Assistant starting pay rate is $12.00 per hour for up to 20 hours per
week while classes are in session. Instructional Student Assistants are required to work a minimum
of 10 hours per week. New appointments are for one academic quarter (approximately 10 weeks)
between July 1, 2015 and June 30, 2016; re-appointments are made pending fiscal consideration
and performance appraisal.

**THE UNIVERSITY:**
California State University, Los Angeles, a comprehensive urban university and one of 23
campuses that comprise The California State University system, offers programs in more than 50
academic and professional fields. The campus is located at the eastern edge of Los Angeles,
adjacent to the western San Gabriel Valley, with more than 22,000 full and part-time students
reflecting the rich, ethnic diversity of the area. The University is committed to student-centered
learning, free scholarly inquiry and academic excellence.

**REQUIRED DOCUMENTATION:**
Initial standard documentation includes a completed Student Employee Application (available at
http://www.calstatela.edu/univ/cdc/seforms/stuappli.pdf) with the Job Name (University Tutorial
Center Tutor) and new Job ID (check the job posting for this number), resume, and the University
Tutorial Center’s Tutor Applicant’s Course & Faculty Recommendation List (available at the
Center and at http://www.calstatela.edu/tutorialcenter; see Student Employment tab). Submit
upon request, a copy of transcripts from transfer institution(s) to verify grades in courses not taken
at Cal State L.A.. Employment contingent upon proof of eligibility to work in the United States.

**DEADLINES FOR APPLICATION AND PROCEDURES FOR NOTIFICATION:**
Applications will be accepted until positions are filled. Notifications will be by email.

**APPLICATION:**
When position is open and posted at the Career Development Center and online at EagleJobs,
submit Student Employee Application to:

Student Employment Office
c/o Career Development Center
California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032-8390

Submit resume and Tutor Applicant’s Course & Faculty Recommendation List to:

University Tutorial Center, Library Palmer Wing, Room 1062A

In addition to meeting fully its obligations under federal and state law, Cal State LA is committed
to creating a community in which a diverse population can live, work and learn in an atmosphere
of tolerance, civility and respect for the rights and sensibilities of each individual. To that end, all
qualified individuals will receive equal consideration without regard to economic status, race,
ethnicity, color, religion, marital status, pregnancy, national origin or cultural background, political
views, sex or sexual orientation, gender identification, age, disability, disabled veteran or Vietnam
era veteran status.

AN EQUAL OPPORTUNITY/TITLE IX EMPLOYER

Upon request, reasonable accommodation will be provided to individuals with protected
disabilities to (a) complete the employment process and (b) perform essential job functions when
this does not cause undue hardship.

Revised June 2015