



STUDENT EMPLOYMENT OPPORTUNITY

Student positions in Bargaining Unit 11

Working Title: Supplementary Instruction (SI) Tutor

Department: SSU Learning Center - Tutorial Program
Classification: Instructional Student Assistant
Pay Rate: \$10.00 to \$12.00 per hour, based on experience
Hours per week: 6 to 14 hours/week

Deadline to apply: Within the first month of the semester

Description of Duties: The Supplementary Instruction (SI) Tutor facilitates study groups attached to a core science or math parent course. SI Tutors conduct one or more weekly study sessions to review and reinforce instruction in the parent course. Duties include weekly observation of the parent course, collaboration with instructor, planning and leading one-hour small group SI sessions one to two days per week, and maintaining detailed records of activities and attendance for their sessions. Produces effective study guides and structured activities to engage students. Reports to Tutorial Coordinator and meets with Coordinator and Learning Center Director regularly.

Minimum Qualifications for this classification: Must be an undergraduate student at Sonoma State University, preferably of Junior or Senior status with at least a 3.0 overall GPA. SI Tutors must be referred by the course instructor(s) or program's Department Chair. They must have completed the parent course previously with a grade of B or higher. Must have ability to relate well to others, be able to analyze errors, design effective learning strategies to address different processing styles, and be able to teach good study strategies. Previous small group tutoring experience preferred.

Hiring Criteria for this Job: The SI Tutor must possess a thorough knowledge of appropriate course material. Have the ability to tutor students from diverse cultural backgrounds and varying levels of skill development. Have the ability to design and present instructional activities that support mastery of key concepts of the parent course. Demonstrate ability to communicate effectively with students, faculty and staff. Must be punctual and be able to work at least 6 hours per week.

How to apply:

- Complete an SI Tutor Application at the Tutorial Program office located at 1040 Salazar Hall.
- Provide a letter of recommendation from the referring faculty member.
- Submit to Tutor Coordinator, Alison Leonardo, 1040 Salazar Hall

Interviews are by invitation only. Review of applications and interviews typically are held at the beginning or end of each semester.

Supervisor for this position:

Alison Leonardo
Tutorial Program Coordinator
1040 Salazar Hall