



## STUDENT EMPLOYMENT OPPORTUNITY

Student positions in Bargaining Unit 11

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### **Working Title: Tutorial Program Coordinator**

Department: The Learning Center

Classification: Graduate Assistant

Pay rate: \$887.00 per month/10 months

Expected percentage of appointment or hours per week: 20 hours per week

Deadline to apply: 8/28/09

Description of duties: The Tutorial Program Coordinator manages the operation of the Tutorial Program and reports to The Learning Center Director, Jeff Davis. The Coordinator hires and trains student tutors, supervises the performance of tutors, and manages tutor schedules. The Coordinator also articulates with faculty and academic departments and publicizes Tutorial Program services to the entire campus community.

Minimum Qualifications for this classification: Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in the conduct of special projects or research within the discipline. For initial appointment, evidence of satisfactory achievement in previous academic work; for subsequent appointments, evidence of satisfactory progress toward completion of degree. Education equivalent to completion of the requirements for a bachelor's degree and registration in a University graduate degree program; students enrolled in credential programs are not eligible for this position. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

Hiring Criteria for this job: Applicant must be a registered SSU graduate student (credential student status included). Experience in tutoring/teaching preferred. Experience in supervising tutors preferred.

How to apply: Pick up an application at The Learning Center, Salazar 1040. Place the completed application in Jeff Davis's box, Salazar 1040.

How you will be notified of the hiring decision: After an interview, the applicant will be notified by phone.

Supervisor for this position: Jeff Davis Ph.D., Director of The Learning Center.

#### NOTES:

1. The classification Teaching Associate is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or programs in which the Graduate Assistant is doing graduate work. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.

2: Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.

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3. Sonoma State University is an affirmative action/equal opportunity employer and has a strong commitment to the principle of diversity. We seek a broad spectrum of candidates including members of underrepresented groups. Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at 707/664-2227 or TDD (using the California Relay Service) at 877/735-2929.

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