



## STUDENT EMPLOYMENT OPPORTUNITY

Student positions in Bargaining Unit 11

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### **Working Title: Tutor** **For the 2011-2012 Academic Year**

Department: SSU Tutorial Program

Classification: Instructional Student Assistant

Pay rate: \$10.00 per hour

Expected percentage of appointment or hours per week: up to 20 hrs./week

Deadline to apply: Any time before the last month of the semester

Description of duties: The Tutor working in the SSU Tutorial Program helps enrolled SSU students comprehend course material and perform classroom assignments. The tutor provides individual, small group, and drop-in tutorial assistance in order to supplement classroom instruction. Assesses the tutee's skills and knowledge and provides appropriate tutorial assistance. Other duties as assigned. The Tutor is expected to complete all employment forms and pay vouchers in a timely manner. Models appropriate professional attitudes and behavior towards staff, faculty, and students. Maintains professional confidentiality standards regarding class standards, grades, and student complaints.

Minimum Qualifications for this classification: The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course. Must be currently enrolled or admitted as a University student.

Hiring Criteria for this job: The Tutor must possess a thorough knowledge of appropriate course material and must have received at least a "B" in the particular course for which tutoring is being offered. Must demonstrate interest in understanding students' learning difficulties and in making the tutee the central concern of the tutor/tutee relationship. The Tutor must also possess good interpersonal communication skills and have a proven ability to work with others, including students from a variety of income, cultural, and academic backgrounds. Must be punctual and be able to work two hours a week minimum.

How to apply: Go to the Tutorial Program office at Salazar Hall 1040 and fill out an application.

How you will be notified of the hiring decision: A Tutorial Program staff person will call the candidate for an interview. After the interview the candidate will be notified of the hiring decision.

Supervisor for this position: Tutorial Program staff member.

#### 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.
  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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