

Please e-mail your application to CoSAC at science-tutoringcenter@sjsu.edu. Only electronic submissions will be accepted. Please include all attachments requested in section 7.

Applicants are considered for all positions without regard to race, ethnicity, religion, sex, sexual orientation, age, marital status, and physical or mental disability. SJSU Foundation is an EQUAL OPPORTUNITY EMPLOYER.

Job Description

- Provide one-on-one, small-group, and large-group tutoring for College of Science classes
- Guide students towards understanding concepts rather than memorizing solutions
- Lead workshops on College of Science classes, time management, and study skills
- Develop material to facilitate learning in one-on-one, small-group, and large-group settings
- Be a role model to San Jose State University students
- Refer San Jose State University students to campus resources
- Represent CoSAC at College of Science and San Jose State University events
- Communicate effectively with College of Science advisors, staff, and fellow tutors
- Advertise CoSAC services to San Jose State University students, instructors, and staff
- Manage schedule and appointments through an online scheduling system
- Help with general office tasks
- Provide ongoing communication with your students and track their absences
- Participate in regular tutor training activities
- Take part in peer reviews

Job Requirements

- Must be a San Jose State University student
- May be a part-time or full-time student
- May be an undergraduate or graduate student
- Must have a minimum 3.5 cumulative GPA
- Must have an A- or higher in any course or equivalent that you wish to tutor
- Must commit to 10-15 hours per week
- Must attend CoSAC Peer Tutor training sessions
- Must be friendly, personable, and professional
- Must be passionate about empowering students and seeing them succeed
- Must be able to work well in a group environment
- All majors considered, however College of Science majors preferred
- Students that plan to remain a student for a year or more preferred

1. Personal Information

Last Name: _____ First: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ DOB: _____
Email: _____

2. Academic Information

SJSU ID: _____ SJSU Major: _____
Transfer Student: Yes No Expected Graduation: _____
SJSU Year: _____ First Semester at SJSU: _____
SJSU GPA: _____ Cumulative GPA: _____

3. Prior Tutoring Experience

Briefly list any paid or unpaid tutoring or tutoring-like experience you have:

Brief Description	Dates

4. Applicable Coursework

Please mark each course you feel qualified to tutor:

Biology

Biol 30 (General Biology, previously 1B)
Biol 31 (General Biology, previously 1A)
Biol 66 (Human Physiology)
Biol 115 (General Genetics)
Biol 124 (Systems Physiology)
Biol 155 (Biostatistics)
Micr 101 (General Microbiology)
Other:

Physics

Phys 2A (No calc: Mechanics, thermodynamics, waves)
Phys 2B (No calc: Electricity, magnetism, optics, atomic)
Phys 49 (Mechanics)
Phys 50 (With calc: Mechanics, waves)
Phys 51 (With calc: Electricity, magnetism)
Phys 52 (With calc: Thermodynamics, optics, atomic)
Other:

Chemistry

Chem 1A (General Chemistry)
Chem 1B (General Chemistry)
Chem 8 (Intro to Organic Chemistry)
Chem 10 (Chemical Calculations)
Chem 55 (Quantitative Chemistry)
Chem 112A (Organic Chemistry)
Chem 112B (Organic Chemistry)
Chem 113A (Organic Chemistry Lab)
Chem 130A (Biochemistry for Majors)
Chem 130B (Biochemistry for Majors)
Chem 130C (Biochemistry for Majors)
Chem 135 (Biochemistry for Biologists)
Chem 160 (Physical Chemistry)
Other:

Math

Math 8 (Algebra)
Math 19 (Precalculus)
Math 30P (Precalculus and Calculus I)
Math 30/71 (Calculus I)
Math 31 (Calculus II)
Math 32 (Calculus III)
Math 42 (Discrete Math)
Math 129A (Linear Algebra)
Math 133A (Differential Equations)
Other:

Computer Science

CS 46A (Intro to Programming)
CS 46B (Intro to Data Structures)
CS 146 (Data Structures and Algorithms)
CS 147 (Computer Architecture)
CS 149 (Operating Systems)
CS 151 (Object Oriented Design)
CS 157A (Databases)
CS 166 (Information Security)
Other:

5. Extracurricular and Employment Information

Briefly list all current employment and current extracurricular activities you are involved in:

Brief Description	Hours per Week

6. Convictions

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

If yes, please explain:

Note: Convictions will not necessarily disqualify an applicant from employment.

7. Attachments

On separate pieces of paper, please include the following:

- **Required:** In 300 words or less, please explain why you are qualified to/want to be a Peer Tutor
- **Required:** Unofficial SJSU transcript
- **Required:** Unofficial transcripts for all community college, college, and graduate work
- **Required:** Resume

8. Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. False or misleading information given in my application or interview(s) may result in discharge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this application is not, and is not intended to be, a contract of employment. It is understood that any employment relationship with San Jose State University Foundation is terminable at will by the employee or the Foundation. In the event of employment, I understand that I will be required to produce proof of my identity and proof of my legal authority to work, within 3 business days of hire.

I agree to provide appropriate documentation to the Foundation Human Resources Department. I also understand that I am required to fill out and sign all papers required by a new employee and abide by present and future San Jose State University Foundation rules and regulations.

Persons applying for positions with the San Jose State University Foundation are not applying for employment with the State of California or the California State University system. Foundation employees who work on projects or programs funded by grants, contracts, gifts or fees are considered temporary employees under the meaning of Section 89900(c) of California State Education Code.

Print Full Name:

Signature:

Date: