

Job Title:	EOP Tutor for various English, Math and other courses	
Department/Group:	Educational Opportunity Program/San José State University	
Application Information:	<ul style="list-style-type: none"> • Turn in your completed application to the EOP Front Desk, 1st floor of Clark Hall. Tutor positions are open until filled; however the first screening date is November 30, 2011. • Selected applicants will be contacted for interview as soon as possible. • Attend training for the position which is intended to simulate tutoring; training is mandatory and part of the hiring process. • If you have any further questions about this position, please call EOP at (408)924-2571 or (408) 924-2637. 	
Applications Accepted By:		
Fax: (408) 924-1197 Email: Veronica Mendoza Hand, EOP Academic Advisor veronica.mendoza@sjsu.edu Application: http://www.sjsu.edu/facultyaffairs/docs/EOP.doc	Mail: Veronica Mendoza Hand Educational Opportunity Program San José State University One Washington Square San Jose, CA 95192-0196	
Job Description		
<p><i>The Educational Opportunity Program (EOP) is searching for qualified tutors for the spring 2012 semester. EOP Tutors will be working 5-20 hours weekly. Pay is depending on experience (DOE).</i></p> <p>Tutor Responsibilities</p> <ol style="list-style-type: none"> 1. Provide one-on-one and group tutoring for various assignments. 2. Read ALL tests your students are working with. 3. Submit Progress Reports. 4. Attend bi-weekly staff meetings, dates to be discussed. 5. Complete other duties as assigned. <p><i>This position is covered by collective bargaining Unit 11: http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml</i></p> <p>Minimum Qualifications</p> <ol style="list-style-type: none"> 1. Tutors must have strong math, reading, writing, and critical thinking skills. Tutors will also be working with individuals from various backgrounds with who have a variety of abilities and will need to exhibit an optimistic and energetic attitude toward working with students. 2. Enrollment at SJSU, and taking a minimum of 6 credits (undergraduate) or 4 credits (graduate) while employed. 3. Attainment of at least 2.7 GPA overall or an overall 2.7 GPA for the 2 semesters prior to the submission of this application. 4. At least a "B" grade in the course(s) being tutored. 5. Be proficient in various Math, Writing and other courses. 6. Previous experience or a profound understanding of the EOP program. <p>Any exceptions to the minimum eligibility qualifications can only be granted at the sole discretion of the University.</p> <p><i>San José State University is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.</i></p>		