



Tutor Job Announcement Learning Assistance Resource Center (LARC) Student Academic Success Services

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The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University's annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at www.sjsu.edu/safetyreport.

Job Description and Responsibilities:

LARC tutors provide small group, individual, and drop-in tutoring to students to supplement classroom instruction by *teaching* learning and study strategies and *tutoring* content. Courses tutored are predominantly lower-division. Depending on tutor availability and student demand, tutors are scheduled to work between 6 and 20 hours per week. Tutors are responsible for using "best practices" learned in the nationally certified CRLA training when tutoring students. Tutors are required to complete administrative and training-related tasks, attend additional training and staff meetings, assist in program publicity and evaluation efforts, work as part of a team, and complete other duties as requested.

This position is covered by collective bargaining Unit 11, http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml

Minimum Qualifications:

- Enrollment at San José State University in at least 6 units for undergraduates and at least 4 units for graduates while employed at LARC.
- A minimum of a 3.0 GPA overall **or** a 3.0 GPA for the two consecutive semesters prior to submitting the tutor application.
- At least a "B" grade in each course (or comparable course) you wish to tutor.
- Above average communication, interpersonal, critical-thinking, creative problem-solving, and decision-making skills.
- Willingness to accept supervision and constructive feedback and implement recommendations for improvement as directed.
- Agreement to use "best practices" presented in training.
(Any exceptions to the minimum eligibility qualifications can only be granted at the sole discretion of the university.)

Starting Pay Rate: \$10.50/hour for SJSU undergraduates; \$11.50/hour for SJSU graduate students.

Application Process:

- Sign up at the LARC Front Desk to schedule a preliminary interview.
- Pass the preliminary interview.
- Attend 3 sessions intended to prepare participants for the hiring interview.
- Download and complete a copy of the tutor application form from the LARC website at: <http://www.sjsu.edu/larc/tutors>
- Bring the first two pages of the application ***with*** a copy of your most recent *unofficial* college transcript to the LARC's Front Desk prior to the start of the 2nd week of classes.
- Ask two faculty members currently teaching at SJSU, who are also in the discipline(s) you wish to tutor, to complete the **Faculty Recommendation** forms. (Be sure to put your name on the form.)
- Request that these two faculty members return the forms through campus mail to LARC (Student Services Center, Rm. 600. Ext. 0198) as soon as possible or that they bring them to LARC directly. **You are not to bring these completed forms to the Tutorial Coordinator yourself since they are confidential.**
- Complete the interview preparation process.
- Sign up at the LARC's Front Desk to be interviewed for the position of tutor.
- Pass the hiring interview for the position of tutor.
- Tutor positions are open until filled.

Your application, interview, and letters of recommendation will be fully considered in this decision. If you have any questions, please contact Karin Winnard, Tutorial Coordinator, LARC (408-924-3346) or karin.winnard@sjsu.edu.