### Position: TUTOR, MST Program

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Lucas School of Business</th>
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<tbody>
<tr>
<td>IMMEDIATE SUPERVISOR:</td>
<td>MST Director</td>
</tr>
<tr>
<td>POSTING DATE:</td>
<td>October 12, 2015</td>
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<tr>
<td>CLOSING DATE:</td>
<td>Open Until Filled</td>
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<tr>
<td>SALARY:</td>
<td>Dependent upon education and experience</td>
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<tr>
<td>EXEMPT STATUS:</td>
<td>Non-Exempt (Hourly)</td>
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<td></td>
<td>Non Benefited</td>
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<td>Part time (3 to 6 hours per week)</td>
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**GENERAL NATURE OF POSITION:** Tax professional to provide tutoring and technical workshops to students enrolled in the Lucas School of Business’ Masters in Taxation (MST) program. Tutoring will typically occur at the Lucas Business complex located in Santa Clara, California.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Will provide tutoring and technical workshops for students in small groups on subjects including taxation one or two hours prior class when program is in session.

   Session dates run from
   - Late-September through mid-December,
   - Early January through early March,
   - Late April to early June, and
   - Mid-June to mid-August.

**INTERPERSONAL CONTACTS:**

1. Reports directly to and receives general supervision from Annette Nellen, MST Director.

2. Interacts with MST staff, MST students, university staff, SJSU and Research Foundation staff.

**QUALIFICATIONS:**

1) **Education and Experience**

   Minimum three years of tax experience
   Must possess an MST, MBT or LLM-Tax degree
2) **Knowledge, Skills and Abilities required**

- Experienced and knowledgeable in:
  
  a) ASC 740 (accounting for income tax)
  b) basics of how different business entities are taxed
  c) basics of common property transactions
  d) international taxation concepts and basic rules
  e) finding and using relevant primary authority

- Excellent written and oral communication skills; solid presentation skills.

- Demonstrated initiative in effectively planning, organizing, and coordinating implementation of tutoring program and activities.

- Demonstrated effective interpersonal skills; ability to establish and maintain effective and productive working relationships in all interactions.

3) **Physical Requirements**

- Must be able to operate a PC including a mouse and keyboard.
- Must be able to operate office equipment.
- Must be able to carry, lift, push, and pull materials and objects of up to 25 lbs. occasionally.

4) **Complexity of Duties**

- Exercises fairly independent judgment in developing methods and evaluating criteria for achieved results.
- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both individually as well as in a group/team effort.
- Work has high impact on department’s ability to provide effective customer service.

**SUPERVISORY RESPONSIBILITIES:**

None

**APPLICATION PROCEDURE**

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation  
Attn: HR/Job Code TutorMST  
210 North 4th Street  
San Jose, CA 95112  
E-mail: foundation-jobs@sjsu.edu

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The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/eo/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.