


College of Science Graduate Student Position

SJSU, College of Science Advising Center (COSAC)

Posted: Sep 25, 2015

ID	120445	POSITION TYPE	Internship/Co-op
HOURLY SALARY RANGE	\$14.00 - \$16.00	POSTING DATE	September 25, 2015
EXPIRATION DATE	November 20, 2015	SALARY LEVEL	15.00/ hour 

DESCRIPTION

The Graduate Intern for the College of Science Advising Center (COSAC) works closely with the Lead Advisor, faculty and CoSAC staff to oversee undergraduate peer tutors in the College of Science. The Graduate Intern is responsible for developing appropriate training sessions, hiring, supervising peer tutors, tracking the effectiveness of the tutor program by gathering and analyzing data and meeting with his/her supervisor.

MINIMUM QUALIFICATIONS:

- Candidates must currently be working toward a graduate degree in Education, STEM major or related field.

PREFERRED QUALIFICATIONS:

- Skill in clear and effective oral communication
- Skill in written communication, including skill in writing reports and developing instructional materials
- Skill in establishing and maintaining respectful and sensitive working relationships with people who are diverse in their culture, language groups and abilities
- Interest in mentoring undergraduate peer tutors
- Interest in developing instructional strategies to assist peer tutor program

RESPONSIBILITIES:

Purpose of the internship is to provide leadership to undergraduate peer tutors in the College of Science Advising Center. Specific responsibilities will include:

- Supervise and evaluate peer tutors
- Participate in the hiring of peer tutors
- Assist in the development of peer tutor training sessions, including instructional materials
- Conduct peer tutor training sessions
- Attend all scheduled meetings with supervisor, staff and peer tutors

COMMITMENT:

This internship is 15–20 hours per week and requires a two semester (one academic year) commitment.

COMPENSATION:

- Competitive salary (Depending on Experience)
- Expenses paid for professional development activities such as approved workshops and conferences

APPLICATION PROCESS:

Please submit a cover letter expressing your interest in this position and a resume outlining your relevant skills, education and experience via email to: Rachel.devera@sjsu.edu

Position open until filled. First review date is October 16, 2015

For more information or questions regarding this position contact Dr. Bruce Keeler at bruce.keeler@sjsu.edu

EQUAL EMPLOYMENT STATEMENT:

SJSU is an equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. It is the policy of SJSU to provide reasonable accommodations for qualified persons with disabilities.

DIVISION

College of Science Advising Center

ADDITIONAL DOCUMENT

Cover Letter, Unofficial Transcript

DOCUMENT REQUIRED

Cover Letter, Unofficial Transcript