

Department: **Tutorial Program/Learning & Academic Resource Center**

Working Title: **Subject-specific Tutor for the CSSA Program**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$17.25/hour**

Appointment: **Varies (4-20 hours/week during Fall/Spring, up to 40/week in Summer)**

Expected Dates of Employment: **June 3, 2024 through June 28, 2024**

Deadline to Apply: **May 17, 2024**

Requisition #: **LARC\_ISA\_2324\_8**

## **DUTIES OF THE POSITION**

A Tutor to help students enrolled in the Computer Science Supplemental Authorization (CSSA) program comprehend course material and understand classroom assignments. The CSSA program is geared towards K-12 teachers who are looking to obtain their supplementary authorizations in computer science. The Tutor provides individual, small group and drop-in tutorial assistance in order to complement classroom instruction; tutoring is primarily conducted online at times responsive to the cohort needs. The Tutor assesses the tutee's skills and understanding of course material, identifies concepts and content that needs to be reviewed, and assists the student in their learning processes. Tutors do not do homework for students, but assist the student in comprehending and completing homework themselves.

Tutors may be tasked to participate and tutor at study hall and workshop events, including end-of-semester sessions. If eligible based on coordination with LARC, tutors may be required to attend pre-term tutor training sessions, and weekly or bi-monthly tutor meetings. The tutor will report to the CSSA program director regularly, as well as checking in periodically with the LARC Tutorial Coordinator.

Other duties of subject tutors include working with tutees who have scheduled, drop-in, or online appointments; creating instructional materials for use in the Tutorial Program/LARC and assisting with various administrative and clerical duties, including, but not limited to, scheduling appointments, keeping client appointment records, and answering questions about services provided as a tutor. Tutors model professional and collegial attitudes and behavior towards staff, faculty, and students, demonstrate appropriate standards of behavior regarding privacy, grades, and assignment expectations, and strive to create an environment that is welcoming and inviting for all students, faculty, and staff.

## **MINIMUM QUALIFICATIONS**

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade, complete research, or tutor for a course. Admission or registration as a University student. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

## HIRING CRITERIA

The Tutor must possess a thorough knowledge of appropriate course material. Maintain a 3.0 or higher cumulative GPA. Must demonstrate interest in understanding students' learning capacities as well as difficulties, and make the tutee the central concern of the tutor/tutee relationship. Proven ability to work with diverse groups of students, faculty, and fellow tutors, including those from a variety of cultural, ethnic, academic, and socioeconomic backgrounds, and the possession of excellent interpersonal communication skills. Tutors must be punctual, reliable, and show motivation and initiative to work independently without explicit direction. Previous tutoring experience, especially Zoom tutoring, is preferred. Interest in, or passion for, computer science education at the K-12 level is strongly encouraged. Priority will go to candidates who will be enrolled at SSU Fall 2024-Spring 2025.

## HOW TO APPLY

Interested applicants can request an application by emailing [larcdeskw@sonoma.edu](mailto:larcdeskw@sonoma.edu)

## HIRING NOTIFICATION

Applications will be evaluated and qualified candidates will be notified with next steps. Interviews may be conducted depending on the number of applicants. After any interview the candidate will be notified via email or telephone of the hiring decision.

## SUPERVISOR

Molly Mande, Tutorial and SI Program Coordinator, and Loriann Negri, LARC Director

## OTHER INFORMATION

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.

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