

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

Working Title: **Subject-specific Tutor for the 2024-25 Academic Year**

Classification: **Instructional Student Assistant**

Number of Openings: **15-20**

Pay Rate: **\$17.25 - \$17.50/hour (Pay rate increases an additional .50 per semester employed with the LARC)**

Appointment: **Varies (4-20 hours/week depending on courses supported)**

Expected Dates of Employment: **August 12, 2024 through May 23, 2025**

Deadline to Apply: **1st Review: March 8, 2024; Deadline: April 12, 2024, and ongoing as needed**

Requisition #: LARC\_ISA\_2325

## **DUTIES OF THE POSITION**

A Tutor working in the SSU Tutorial Program helps enrolled students comprehend course material and understand classroom assignments. The Tutor provides individual, small group and drop-in tutorial assistance in order to complement classroom instruction; tutoring may be conducted in-person and/or online based on programmatic 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. Tutors are required to attend pre-term tutor training sessions, and weekly or bi-monthly tutor meetings and report to the Tutorial Program Coordinator regularly.

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; conducting classroom orientations and workshops; and assisting with various administrative and clerical duties, including, but not limited to, scheduling appointments, keeping client appointment records, and answering questions about services in the LARC. Some tutors may work in an embedded tutor capacity, attending and providing support in a course section, communicating directly with faculty, and providing tutoring outside of the class. 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. Position typically begins with required training (which may be as early as one week prior to the first day of classes) and lasts through the end of the academic year. Tutors are encouraged and supported in completing training to receive Level I CRLA (College of Reading Learning Association) certification through the International Tutor Training Program Certification (ITTPC).

For STEM subject-specific tutors, MESA (Mathematics, Engineering, Science, Achievement) program membership is preferred, but not required. For more information about MESA and to determine eligibility, please refer to the following web page: <https://scitech.sonoma.edu/mesa>

## **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 and must have received at least a 'B' in the particular course for which tutoring is being offered. 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.

## **HOW TO APPLY**

Please apply by filling out the application materials found on the LARC Hiring Webpage at <http://larc.sonoma.edu/working-in-larc>

Interested applicants may also email the [larcdesk@sonoma.edu](mailto:larcdesk@sonoma.edu) and request materials, or they may apply through Handshake. Deadline to apply: April 12, 2024

## **HIRING NOTIFICATION**

A Tutorial Program/LARC staff person will contact the candidate for an interview. After the 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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