

Department: **Learning and Academic Resource Center (LARC)**

Working Title: **Tutorial or SI Program Advisor**

Classification: **Instructional Student Assistant**

Number of Openings: **3-5**

Pay Rate: **\$18.50/hour**

Appointment: **Up to 5 hours per week**

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

Deadline to Apply: **April 12, 2024**

Requisition #: **LARC_ISA_2325_5**

DUTIES OF THE POSITION

Tutorial & Supplemental Program Advisors serve as mentors for other peer educator staff and help support the operations of the Supplemental Instruction and Tutorial Programs. Duties primarily focus on the support, guidance, and one-on-one mentorship of other peer educators (tutors, and SI Leaders) within the program. This may include assisting with the planning and/or facilitation of training, workshops and staff meetings, conducting tutorial or SI session observations and offering comments for evaluation in consultation with the Program Coordinator and the LARC Director; mentoring new staff and assisting with professional development; attending staff meetings and advisor team meetings; and managing ongoing clerical needs. In the spring, duties may shift away from mentoring new tutors to being focused more on special projects. Advisors will have opportunities to take on leadership roles in programming, special events, and the creative endeavors of the LARC. Advisors will also be encouraged and mentored to participate in the larger community of peer educators by attending and presenting at regional and national peer tutor and learning center conferences, if invited.

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

Successful experience serving as a tutor or SI Leader in a tutorial or learning center. Exhibited potential ability to serve as a mentor for others. Demonstrated ability to provide academic support to diverse populations of students of varying developmental levels. Ability to perform administrative tasks effectively, independently, and in a timely manner. Evidence of initiative and motivation to assess needs of the program(s) and staff and to develop and implement creative solutions. Demonstrated ability to communicate effectively with students, staff, and administration. Demonstrated leadership and team-building abilities. Previous experience as a SI Leader or Tutor in the Learning and Academic Resource Center (LARC) is preferred. Concurrent appointment as a SI Leader or Tutor is allowable.

HOW TO APPLY

Interested applicants should submit the following:

- A completed application for Tutorial/SI Advisor (the application can be obtained by emailing larcdeskw@sonoma.edu)
- A letter of application that speaks to your interest and relevant experience, referring to the qualifications and criteria listed above. Be sure to indicate the position name for which you are applying.
- A current Curriculum Vitae or resume.

All application materials should be submitted to: molly.mande@sonoma.edu
Molly Mande, Tutorial & SI Program Coordinator

HIRING NOTIFICATION

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

**SONOMA
STATE**
UNIVERSITY

ACADEMIC
PERSONNEL

SONOMA STATE UNIVERSITY

1801 East Cotati Avenue
Rohnert Park, CA 94928-3609