Department: Tutorial Program/Learning and Academic Resource Center
Working Title: Tutorial Program Lead Tutor
Classification: Instructional Student Assistant
Number of Openings: 2-3
Pay Rate: $15.50/hour
Appointment: up to 5 hours/week
Expected Dates of Employment: August 14, 2021 through May 22, 2022
Deadline to Apply: April 23, 2021

Requisition #: TC_ISA_2122_2

DUTIES OF THE POSITION
Lead Tutors serve as mentors for Tutorial Program staff tutors and assist in managing day-to-day operations of the Tutorial Program. Duties may include performing daily assessments of service needs and acting to fulfill them; performing on-the-job training as required; observing Tutorial Program tutor performance and offering comments for evaluation in consultation with the Tutorial Program Coordinator and the LARC Director; mentoring new Tutorial Program tutors and assisting with professional development; and managing ongoing clerical needs. Lead tutors will also be encouraged and mentored to participate in the larger community of peer tutors 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, or tutor 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 in a tutorial or learning center. Exhibited potential ability to serve as a mentor for tutors. Demonstrated ability to tutor 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 tutorial program and staff and to develop and implement creative solutions. Demonstrated ability to communicate effectively with students, staff, and administration. Job requires concurrent appointment as a tutor in the SSU Tutorial Program.

HOW TO APPLY
Interested applicants should submit the following:

*A completed application for Tutorial Program Lead Tutor obtained by emailing larcdesk@sonoma.edu

Faculty Affairs
*A letter of application indicating your status and the scope of your 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 Cora Orme, Tutorial & SI Coordinator at orme@sonoma.edu

HIRING NOTIFICATION

Applicants will receive notification by telephone or email from the SI/Tutorial Program Coordinator or the LARC Director.

SUPERVISOR

Cora Orme, 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.