

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

Working Title: **Tutorial Program Lead Tutor**

Classification: **Instructional Student Assistant**

Number of Openings: **2-3**

Pay Rate: **\$16.50/hour**

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

Expected Dates of Employment: **August 19, 2022 through May 19, 2023**

Deadline to Apply: **April 15, 2022**

Requisition #: **TP_ISA_2223**

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, 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 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

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 and request materials, or they may apply through Handshake. Deadline to apply: April 15, 2022

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

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