CSUB Student Employment Opportunity
Student Positions in Bargaining Unit 11

Class Title: Instructional Student Assistant
Department: Social Sciences & Education Tutoring Center
Class Code: 1150
Pay Rate: $12.00 per hour
Hours: Various positions available for up to 20 hours per week, depending on availability and need of academic disciplines beginning September 14, 2015 through June 30, 2016.

Application Deadline: Ongoing throughout 2015/16 Academic Year

Social Science & Education Tutor Job Description

- Social Science & Education (SSE) tutors work one-on-one and in groups with students in the following areas (Physical Education and Kinesiology, Psychology, Sociology, Political Science, Criminal Justice, and CBEST Math) to increase and enhance mastery of concepts or applications of specific courses of study in lower and upper division SSE courses.
- Tutors provide support service at all levels of competency including, but not limited to problem solving, conceptual analysis, strategic study skills, reading comprehension, writing and exam preparation.
- Tutors provide assistance for a broad range of academic activities: assigned homework; exam studying; research papers; language lab assignments and projects
- Tutors work with professors to provide assistance to groups and individuals. Tutors may also be asked to work regularly with students who speak English as a second language or students with special needs or circumstances.
- Tutors work proactively to encourage student use of the Tutoring Center services, including outreach to classroom visits, communication with tutees, and distribution of flyers.
- Tutors help Tutoring Center Coordinator and Lead Tutor with administrative tasks and special projects, as needed.
- Tutors attend quarterly meetings and trainings.

Tutor Qualifications

- To be considered for employment as Social Science & Education Tutoring Center tutor, students must have demonstrated significant subject expertise confirmed by faculty recommendation.
- Tutors must already possess effective communication skills in order to appropriately articulate suggestions for concept comprehension and problem solving. Tutors must be able to work with students in a manner that is encouraging and which fosters confidence in the student.
- Tutors must be trustworthy, reliable, and detail-oriented.
- Tutors must possess a positive attitude toward colleagues and students.
• Tutors must demonstrate flexibility and adaptability in order to provide tutoring services to a diverse range of learning styles
• Tutors must be able to work independently and to take initiative in fulfilling responsibilities.
• Tutors are committed to reflection and growth in their practices; therefore, they take feedback seriously.

**Tutor Responsibilities and Duties**

• Tutors must support their colleagues in maintaining the integrity and efficiency of this support service.
• Tutors must maintain the confidentiality of our clients and services.
• Tutors must be dependable and punctual in their duties, in the completion of assigned tasks, and in notifying the appropriate staff personnel when conflicts or problems occur.
• Duties include tutoring members of the CSUB campus community; regular attendance at staff meetings; maintaining orderliness and operation of the Center (opening and closing TC, cleaning TC, checking students in/out of Gradesfirst, checking supplies, filing, administrative tasks, flexibility in work hours to ensure adequate coverage, etc.); assisting and mentoring tutor trainees; notifying supervisor of needs or difficulties; raising awareness of tutoring services through flyer distribution and class visits; providing input and suggestions to improve our operation; other tasks as assigned by supervisor or Tutor Center Coordinator.
• Tutors must organize and facilitate study groups, ranging in size from 4-15 students, including effective communication about the time, date and location.
• Tutors must provide brief classroom presentations regarding the Tutoring Center services.
• Tutors must communicate via email or phone with tutees to arrange tutor appointments and encourage use of the services
• Tutors must participate effectively in training sessions and staff meetings.

**Background Check:** A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**How to Apply:**

Please apply through runnerlink or e-mail current resume to ymorones@csub.edu

**Supervisor for this Position:**

Yvette Morones  
SSE Advising Coordinator  
Phone: 661-654-6807

California State University, Bakersfield is an Equal Opportunity/Affirmative Action/Title IX Employer. CSUB fosters and appreciates ethnic and cultural diversity among its faculty, students, and administrative staff. Applications from women, ethnic minorities, veterans, and individuals with disabilities are welcome.