



CALIFORNIA STATE UNIVERSITY, STANISLAUS
INSTRUCTIONAL STUDENT ASSISTANT (ISA) – UNIT 11 VACANCY ANNOUNCEMENT

- Job Number:** 7
- Department:** Learning Commons - Tutoring Center
- Job Title:** Peer Tutor Mentor Intern
- Job Type:** Instructional Student Assistant (ISA)
- Wage/Salary:** \$15.25
- Days/Hours:** 5 – 20 hrs./wk
- Location:** Online, Remote
- Openings:** 1-2
- How to Apply:** Complete and submit a Peer Tutor Application, Peer Tutor Availability form, and Peer Tutor Faculty Recommendation form.
- Start Date:** August 02, 2021
- When to Apply:** April 22, 2021
- Qualifications:**
- Minimum:**
- Junior or Senior Undergraduate student at CSU Stanislaus
 - Overall GPA of 3.0 or more on 4.0 scale
 - Must show content-competence in the courses to tutor, generally determined by receiving a grade of "B" or better in the courses to be tutored
 - Content competency in course in which study sessions will be led, generally determined by B or better grade in the course
 - Strong organizational, interpersonal and communication skills
 - Maintain punctuality and consistent attendance
 - Work under pressure and appropriately handle difficult situations
 - Committed to helping others and working with a team
 - Open-minded, flexible, and adaptable to change
 - Possess self-motivation, willingness to accept supervision and constructive feedback
 - Ability to implement recommendations for improvement
 - Ability to work in a diverse environment with a variety of students
 - Previous experience as a Peer Tutor
- Preferred Qualifications:**
- Graduate student enrolled at CSU Stanislaus
 - Demonstrated above average problem solving, critical thinking, patience, and decision-making skills



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Required Materials

<https://www.csustan.edu/learning-commons/tutoring-center/become-peer-tutor>

- Peer Tutor Application
- Peer Tutor Faculty Recommendation Form

Complete the online application and faculty recommendation form or print and submit these required materials in-person, by mail or email.

Job Description: Typically working no more than 20 hours per week, this position will perform duties to include, but not limited to:

- Provide academic assistance in the form of Peer Tutoring in identified courses.
- Create a professional and welcoming environment by modeling respect for students diverse cultures, languages skills, and experiences
- Utilize active listening and questioning strategies as the primary tutoring method to diagnose student needs, prior knowledge, skills, and monitor progress
- Work in a collaborative and interactive learning process with the student: explaining, demonstrating, and checking for understanding
- Participate in professional development activities to improve tutorial skill, continue to grow cultural competence, and reflection skills (including the Pre-Orientation, Orientation, and All ISA meetings prior to the start of the semester)
- Guide student participation, evaluate student performance, and provide appropriate feedback and encouragement
- Provide strategies on how to learn through study strategies (i.e. time management, note-taking, text book reading, test taking)
- Maintain neat, up to date, accurate and complete records, and help to maintain an orderly work environment.
- Utilize feedback and reflection to improve practice
- Recognize primary role to help students learn and become more confident, more successful, self-directed learners. Be direct and kind with students at the same time
- Make appropriate referrals to other campus and community resources.
- Organize and facilitate the SI Leader Orientation Training with the support of the Tutoring Center Coordinator
- Mentor the Peer Tutors by providing suggestions and feedback
- Address questions or concerns about tutoring process and specific study strategies from Peer Tutors
- Organize and facilitate a regular meeting to offer new study strategies and professional development for Peer Tutors
- Assist Tutoring Center Coordinator with collecting tutoring data and maintaining tutoring data base
- Assist with semester data and survey analysis reports.
- Assist Tutoring Coordinator with outreach and marketing of program through various campus events and mediums



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Contact: Stephanie Shatto: sshatto@csustan.edu or (209)667-3465

Job will be posted on: 04/15/2021

Job will go off-line on: 08/18/2021

All offers of employment are contingent upon presentation of documents demonstrating the applicant's identity and eligibility to work in the U.S., in accordance with the Immigration Reform & Control Act.

Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the University.

The university is an equal opportunity employer, with a strong commitment to the principle of diversity, and does not discriminate on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, disabled veteran or Vietnam-era veteran status.

EQUAL EMPLOYMENT OPPORTUNITY

The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. You can learn more about federal equal employment opportunity protections by accessing the Department of Labor's notices: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf> and http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf.

Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at (209) 667-3159.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

CLERY ACT DISCLOSURE

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Stanislaus State annually posts the Campus Security Report. The annual report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, and sexual assault. You can obtain a copy of this report at: <https://www.csustan.edu/annual-campus-security-report> .

Or you may request a printed copy by calling: (209) 667-3572; fax: (209) 664-7011; or email: compliance@csustan.edu.

Information regarding campus security reports at other locations can be found at: <https://ope.ed.gov/campussafety/#/>



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CRIMINAL BACKGROUND CLEARANCE NOTICE

The university requires a criminal and/or child abuse background check to be completed for many of its new employees, current employees seeking promotional or transfer opportunities, and current employees assigned new duties. Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position. Failure to consent to any background check will disqualify an applicant from further consideration. Additionally, an applicant who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration. Later discovery of false or misleading information related to the background check may result in the offer of employment being withdrawn or subject the employee to disciplinary action, up to and including termination.