Clear Form

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

Job Number: 76

Department: Learning Commons – Tutoring Center

Job Title: Peer Tutor (STEM)

Job Type: Instructional Student Assistant (ISA)

Wage/Salary: $16.00

Days/Hours: 5 - 10 hrs./wk

Location: Naraghi Commons

Openings: 5 - 8

How to Apply: In person or via email. Please complete and submit a student job application and a faculty recommendation form.

Start Date: January 17, 2023

When to Apply: December 16, 2022

Qualifications:

- Must show content-competence in courses for the College of Science, generally determined by receiving a grade of "B" or better in relevant courses
- Strong organization, interpersonal, and communication skills
- Friendly, patient, inclusive, empathetic, and nonjudgmental manner
- Willingness to listen and communicate ideas clearly
- Open-minded, flexible, and adaptable to change
- Able to maintain punctuality and consistent attendance
- Able to work under pressure and appropriately handle difficult situations
- Willing to learn and to accept supervision and evaluation
- Committed to helping others and working with a team
- The ability to work with diverse population of students

Required Materials
www.csustan.edu/learning-commons/join-team/become-peer-tutor

- Learning Commons Peer Educator Application
- Peer Educator Faculty Recommendation Form

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

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

- Access individual student needs, prior knowledge, and skills
- Work in a collaborative and interactive learning process with the student: explaining, demonstrating, and checking for understanding
- 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, textbook reading, test taking)
- Maintain neat, up to date, accurate and complete records
- Attend tutor training sessions and help to maintain an orderly work environment.
- Required to attend Tutor Orientations prior to start of semester and Tutor trainings/meetings throughout the semester

Contact: Erlynn Johnson, ejohnson14@csustan.edu (209) 667-3257

Job will be posted on: 12/16/2022 **Job will go off-line on:** 03/03/2023

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.

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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.

SPECIAL CONDITIONS
CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/.

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/#/

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.