

POSITION: K-12 Tutor

JOB NUMBER: #SA-5027

Twenty temporary hourly-intermittent positions available on or after August 1, 2018 and ending on or before May 30, 2019 for COEKSW Teacher Recruitment and Retention. Incumbent will generally be scheduled to work during K-12 school hours. Possibility of rehire based on performance, department needs, and budget.

DUTIES: This position will perform duties to include, but not limited to:

- Assist with tutoring session that take place during and/or after school at selected elementary, middle, and high schools in Newman, Patterson, Ceres, Riverbank, Modesto and Empire.
- Assist students with interpreting course content one-on-one or in small groups.
- Attend all tutor training sessions and submit monthly tutoring logs.
- Communicate with the program coordinator as necessary and work directly with school site personnel (teachers and program coordinator) to assist student tutorial needs.
- Perform all other duties or projects as assigned.

QUALIFICATIONS:

- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program.
- Must meet all other eligibility requirements per the Student Employment Policies (see <https://www.csustan.edu/hr/student-employment/>).
- Demonstrates availability to tutor at a school site during the K-12 school day.
- Demonstrates the availability of at least two full free days or a large block of time (at least four hours or more) 3 days a week, is highly preferred but not required.
- Demonstrates previous tutoring, mentoring and/or experience interacting with students in K-12 grades is highly preferable but not required.
- Demonstrates the willingness to travel to off campus locations (Newman, Patterson, Ceres, Riverbank, Modesto and Empire) for tutoring assignments.
- Demonstrates the possession of a valid driver's license, vehicle insurance, and ownership of reliable transportation is also highly preferable but not required.
- Demonstrates the ability to provide current TB Clearance. (Free Screening is available at the CSU Stanislaus Student Health Center.)
- Demonstrates a positive academic standing at the University.

SALARY: \$12.00 per hour

APPLICATION DEADLINE: Open Until Filled

APPLICATION PROCEDURE: Qualified candidates must submit: 1) a completed Student Assistant Employment Application (download at <https://www.csustan.edu/hr/student-employment/job-opportunities/>), 2) Available Work Schedule 3) TRRP applicant pre-screening survey at <http://bit.ly/TutorQuestionnaire> and submit via email or in-person to:

Ms. Tara Ribeiro
COEKSW Teacher Recruitment & Retention
DBG 307
One University Circle · Turlock, CA 95382
Phone: (209) 667-3589
Email: tribeiro@csustan.edu

Satisfactory completion of a background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) 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.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW

PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT [HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT](https://www.csustan.edu/annual-campus-security-report). THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572.

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. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING 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.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.

1/4/2019