
One Washington Square ■ San José, CA 95192-0028

To apply for this position please fill out the Student Assistant Job Application (found at <http://library.sjsu.edu/employment/student-assistant-jobs>) and email to: Library-studentapps-group@sjsu.edu ... Include the Position Title, Reporting Unit & Reporting Dept (below) in the email's subject line.

Position Title: **Biology 31 Late Night Tutoring Instructional Assistant**

Note: Application will not be consider unless ALL requested paperwork is submitted at the same time you submit your application.

Reporting Unit: ITS

Reports To: Late Night Tutoring Coordinator

As members of the Library Late Night Tutoring staff, you will work with individual or small group sessions to answer questions on course Content. Tutors are expected to have extensive knowledge of the subject they are hired to tutor and be able to communicate that knowledge to their peers.

QUALIFICATIONS

The requirements listed below include the equipment and knowledge, skills, and/or abilities required. (eg. Computer skills)

1. Application package must include:

1. SJSU Student Assistant Job Application
2. Reference letter from a SJSU Faculty Member or equivalent university
3. Minimum grade point average of 3.0 or a 3.0 for 2 consecutive semesters prior to the hiring semester.
4. Demonstrated proficiency in the subjects that they tutor by having completed the courses they are tutoring with a B.(submit a copy of your transcript)

2. Education / Experience

1. Strong organizational, interpersonal, and communication skills.
2. Minimum of two years of tutoring experience.
3. Demonstrated above-average creative problem-solving, critical thinking, patience, & decision- making skills.

4. Strong organizational, interpersonal, and communication skills.
5. Must be matriculated and continuously enrolled in at least 6.0 – 8.0 half-time units or 4.0 units in 200 level courses or any combination of weighted graduate units and undergraduate units equal 6.0;
6. Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
7. Friendly, respectful, and professional demeanor with a positive attitude.
8. Willingness to accept supervision and constructive feedback and to implement recommendations for improvement as directed.
9. Must be making progress towards earning a degree.

3. Knowledge, Skills, Abilities required

1. Knowledgeable about the content of specific subjects covered during overnight tutoring.

4. Essential duties

Essential duties and responsibilities to serve as a Late Night Tutoring Coordinator when he/she is not available onsite.

1. Provide small group and individual tutoring services in designated area.
2. Use effective CRLA-certified tutoring methods, strategies, and “best practices”.
3. Arrive to and finish scheduled work sessions on time.
4. Follow initial work schedule for the entire semester, unless otherwise approved by your supervisor.
5. Work as a productive and collaborative member of the Library Late Night Tutoring team.
6. Respond appropriately to constructive feedback and supervision from your supervisor.
7. Attend all scheduled staff and training meetings (unless excused by your supervisor) and participate by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and initiating discussions on current topics or scenarios.
8. Adhere to SJSU Dr. Martin Luther King Jr. Library and University policies, procedures, and forms, which include (but are not limited to) the Code of

Ethics, e-mail, use of name tags and name cards, Canvas and GradesFirst procedures, and payroll submissions.

9. Discuss any concerns or suggestions regarding the program with your supervisor.

5.0 PHYSICAL REQUIREMENTS:

The requirements listed below include physical abilities required to complete essential duties (eg. ability to lift 50 lbs using a fork truck)

WORK SCHEDULE:

Sunday:	8:00 p.m. – 12:00 a.m.
Monday:	8:00 p.m. – 12:00 a.m.
Tuesday:	8:00 p.m. – 12:00 a.m.
Wednesday:	8:00 p.m. – 12:00 a.m.

Desired Class Level: Soph Jr. Sr. Grad Student

MAJOR: Open

INITIAL HIRING RANGE: \$ 16.00 per hour