



One Washington Square - San José, CA 95192-0028

To apply for this position please fill out the Student Assistant Job Application completely, save (choose "Save As") this Student Assistant Job Application PDF form to your system and email this just saved form as an attachment to [library-StudentApps-group@sjsu.edu](mailto:library-StudentApps-group@sjsu.edu). With the Position Title-Reporting Unit-Reporting department in the email's subject heading line.

**Position Title:** Biology 30& 31 Late Night Tutoring Instructional Assistant(s)

**Reporting Unit:** Innovation and Resource Services Department

**Reporting Dept.:** Student Technology Training Center

**Reports To:** Student Technology Training 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.

### Essential Duties and Responsibilities

- Provide small group and/or individual tutoring services in designated subject area.
- Use effective CRLA-certified tutoring methods, strategies, and "best practices".
- Adhere to initial work schedule for the entire semester, unless otherwise approved by your supervisor.
- Work as a productive and collaborative member of the Late Night Tutoring team.
- Respond appropriately to constructive feedback and supervision from your supervisor.
- 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.
- Communicate any concerns or suggestions regarding the program with your supervisor.
- Attend ongoing trainings throughout the semester
- Adhere to SJSU Library and University policies, procedures, and forms.
- Other duties as assign

### Qualifications

The requirements listed below include the knowledge, skills, and/or abilities required.

**1. Application package – Application will not be consider unless ALL requested paperwork is submitted at the same time you submit your application.**

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

## 2. Education/Experience

- Minimum of **two years** of tutoring experience.
- Demonstrated problem-solving, critical thinking, patience, & decision- making skills.
- **Student Assistant** must be a matriculating SJSU student enrolled in at least 6 undergraduate or 4 graduate units; or ...
- **International student** must be a matriculating SJSU student enrolled full time in at least 12 undergraduate units, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester; or ...
- **Work Study student** must be a matriculating SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units.

## 3. Knowledge, Skills, Abilities Required

- Strong organizational, interpersonal, and communication skills.
- Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
- Friendly, respectful, and professional demeanor with a positive attitude.
- Demonstrated above-average creative problem-solving, critical thinking, patience, & decision-making skills.
- Strong oral and written communication skills
- Must be making progress towards earning a degree

## 4. Equipment and Machine used Include but are not limited to:

- Windows and Apple operating systems

## 5. Physical Requirements

- Able to sit at a computer terminal for an extended period.

**Work schedule: 10-20 Hours per week during semester**

Monday:	8:00pm – 12:00am
Tuesday:	8:00pm – 12:00am
Wednesday:	8:00pm – 12:00am
Thursday:	Off
Friday:	Off
Saturday:	Off
Sunday:	8:00pm – 12:00am

**Desired Class Level:** XX Frosh      XX Soph      XX Junior      XX Senior      XX Grad. Student

**Major:** Open

**SALARY RATE LEVEL:**    X1                      X2                      X3                      X4

**SALARY RANGE:** Expected starting pay at \$17.00 /hr.