POSITION ANNOUNCEMENT

TITLE: SCIENCE TUTOR
DEPARTMENT: COLLEGE OF EDUCATION
REPORTS TO: PROJECT SPECIALIST
HOURS: PART-TIME (UP TO 20 HOURS PER WEEK, FROM JUNE 8 TO JULY 24; EVENINGS MAY BE REQUIRED)
SALARY RANGE: $20 PER HOUR (BASED ON PRIOR EXPERIENCE)
FLSA STATUS: NON-EXEMPT

*Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond the current Grant/Contract funding is contingent upon continued funding.

POSITION SUMMARY:
Under the supervision of the Project Specialist, the Science tutor will work with community college students from Santa Ana College, Santiago Canyon College, and Fullerton College. Tutors will work to provide individual and small group tutoring to support students’ understanding of geology, chemistry, and physics. Tutors will assist students to review and clarify class material, build connections, and engage in discussions with the group. The primary role of the tutors will be to assist students with their understanding and successful completion of the Summer STEM Institute through tutoring and mentorship. Tutors will work collaboratively with science instructors, faculty, JPL/NASA professionals, community college staff, tutors, and project specialist.

ESSENTIAL FUNCTIONS:
- Attend weekly Study Hall tutoring sessions at CSUF and tutoring sessions at an assigned community college campus.
- Conduct structured small group and one-to-one tutoring sessions in geology, chemistry, and physics during Study Hall sessions.
- Work collaboratively with science instructors, faculty, JPL/NASA professionals, and tutors to develop a tutoring plan to improve students’ understanding of class material and competence in subject matter.
- Assist students with developing study strategies.
- Assess students’ progress through Study Hall and tutoring sessions.
- Attend monthly staff meetings, bi-annual trainings, and other trainings as assigned.
- Adhere to CSUF policies and procedures in regards to contact with students and school personnel.
MINIMUM QUALIFICATIONS:
- Ability to tutor students in at least one of the following subject areas: Geology, Chemistry, and Physics.
- Must be willing to work a minimum of 10 hours per week.
- Currently enrolled undergraduate or graduate student with at least a 3.0 GPA.
- Experience working with students from diverse economic and social backgrounds.
- Possess excellent written and oral communication skills.
- Possess good organizational skills.
- Must be able to work independently and take initiative.
- Reliable, responsible, punctual, and self-directed.
- Must be available to work a flexible schedule, including evening hours.
- Prior tutoring experience in subject area preferred.

EDUCATION:
Applicant must be at least a current junior student in good academic standing with at least a 3.0 GPA.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

APPLICATION PROCEDURE:
To be considered an applicant; you must apply through our online applicant portal found on the following site:

http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at asemployment@fullerton.edu.

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