Tutor

POSITION TITLE: Tutor
REPORTS TO: Assistant Dean of Student Affairs and Admissions
LOCATION: Elk Grove, CA - onsite
SALARY: $ 18/$25 per hour
WORK SCHEDULE: Up to 8 hours per week

POSITION SUMMARY

Students serving as a tutor for one or more courses will assist their peer(s) with reviewing course material.

ESSENTIAL FUNCTIONS

- Facilitate review of course material
- Consult the Course Coordinator or Course Instructor to identify recommendations for tutoring content
- Provide study tips and handouts that may assist the student(s) in preparing for exams
- Meet students individually or in groups to support learning and student success

MINIMUM SKILLS AND ABILITES

- Must be enrolled full-time as a student at CNU College of Pharmacy
- Must currently have or previously had an average of an A or B in the course for which you are tutoring
- Must be recommended by the Course Coordinator as suitable to provide tutoring services
- Must be in good standing with the College of Pharmacy and the University
- Must receive approval from the Course Coordinator and Assistant Dean of Student Affairs
- Must provide evidence of employment eligibility (US citizen, lawful permanent resident, eligible Visa status {J1, F1}, Deferred Action for Childhood Arrivals {DACA})

WORKING CONDITIONS

Working conditions for this role include a primary location located in a classroom environment, within an academic setting. The work environment may include lecture halls, conference rooms, etc. Virtual tutoring sessions are permissible if agreed upon by both parties (i.e. the tutor and the tutee).

- Interpersonal Relationships
    - Medium level of social contact. This position may work with other students and staff.
- Communication via e-mail, telephone, and face-to-face discussions are required.

PHYSICAL DEMANDS

Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard and prepare documents and reports, as well as possess visual acuity to read, write, and view a computer monitor.

HOW TO APPLY

Interested applicants: please submit your application to copstudentaffairs@cnsu.edu. Review of applications will begin immediately and will continue until the position is filled. Please also provide your most recent unofficial transcript during the time of application.

Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.

I _____ have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

Employee Signature: _____   **Date:** _____

Human Resources Signature: _____   **Date:** _____