



JOB ANNOUNCEMENT: Tutor

JOB TITLE: Tutor

SUPERVISOR: Professor for the Course

EFFORT: Part Time

EDUCATION: Bachelor Degree or higher

California Northstate University is dedicated to educating, developing, and training the next generation of healthcare professionals. The College of Dental Medicine is currently looking for Tutors.

Under the supervision of the professor for the course, Tutors are responsible for leading study sessions with individual students and providing student encouragement and feedback. Tutors are expected to support content mastery by assisting with explanation of complex concepts, guidance in effective study methods for the specific course content, and in

Students may be removed from Tutor positions if they are no longer qualified or at the request of an Associate Dean of Academic Affairs. The Dean of the College of College of Dental Medicine will settle any disputes concerning student eligibility. The Dean's decision is final and not subject to appeal.

RESPONSIBILITIES:

1. Lead study sessions
2. Facilitate and help students in the course develop strong study habits and exam taking skills
3. Foster and model a cooperative learning environment
4. Provide guided feedback on professor provided materials
5. Be available outside the course for meeting with the students

QUALIFICATIONS:

1. Must be enrolled full-time at the CNU College of Dental Medicine
2. Must be at the level of D2 (second year) or higher.

3. Must have received a grade of Pass or Honors in the relevant course or content area in which they seek to become a Tutor.
4. Must be in good standing with the College of Dental Medicine and the University.
5. Must receive approval from the Associate Dean of Academic Affairs.
6. Must provide evidence of employment eligibility (US citizen, lawful permanent resident, eligible Visa status (J1, F1), Deferred Action for Childhood Arrivals (DACA))

The above information provides the minimum qualifications for Tutor positions. Individual professors may have unique needs for their courses.

WAGE

- \$18.00 per hour

Students may work up to a total of 10 hours per week during the academic term. Students may work more hours between terms. A typical breakdown of responsibilities may include (per course):

- 1.25 hours of study session per week
- 1.5 hours of Office Hours per week
- 2.25 hours of preparation, feedback, meetings, etc.
- TOTAL HOURS: 5

APPLICANTS SHOULD SUBMIT:

1. Cover letter that addresses qualification, experience, and interest, including the course in which they seek to become Tutor.
2. Resume/CV

Please send all application materials to the Administrative Assistant to Academic Affairs, Loletha Cammon, Loletha.Cammon@CNSU.EDU

CNU is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.