

Instructional Student Assistant Learning Resource Center Lead Tutor

Position Description

This position description should be utilized as the basis for your online position posting with Faculty Affairs and submitted to Human Resources Programs along with the Employee Requisition.

Program	Learning Resource Center
Position Title	Instructional Student Assistant – Learning Resource Center Lead Tutor
Job Class Code	1150 Instructional Student Assistant
Position Summary	<p>Under supervision, Instructional Student Assistants in this classification perform instruction, grading or tutoring duties for the majority of work hours in a given academic program or equivalent administrative unit over the course of the academic term. Assignments are approved by a specific supervisor within the academic program/administrative unit.</p> <p>Learning Resource Center Lead Tutors will support the entire CSUCI community in learning across disciplines, assist in training of LRC Tutors, and may take responsibility for opening and closing the LRC in the absence of non-student staff. LRC Lead Tutors will be willing to learn and employ effective tutoring strategies and to review or learn content as necessary. LRC Lead Tutors may organize and oversee workshop sessions associated with relevant content. LRC Lead Tutors are also embedded into supported courses, attending class meetings as part of their paid hours.</p>
Assignment	The positions we expect to fill are conditioned on budget and enrollment.
Position Requirements	<p>Admission or registration as a CSU student. Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course.</p> <p><Include all required qualifications/skills to perform this position></p> <p>Applicants who wish to serve as a Lead Tutor must:</p> <ul style="list-style-type: none"> • Demonstrate an advanced skill level and expertise in the subject(s) they wish to tutor by receiving a grade of B+ or higher in those courses, as documented on their academic transcripts. • Remain academically eligible with a minimum cumulative and semester 3.0 GPA at the time of application and throughout the term of employment. • Be in good academic and behavioral standing (not on academic or disciplinary probation) with the university. • Be enrolled in a minimum of 6 units. • Be willing to lead study habits workshops and/or group study sessions in the subject(s) in which they specialize. • Be prompt, reliable, and have a neat appearance. • Possess good people skills and be willing to learn effective tutoring strategies and to accept ongoing guidance. • Be sensitive to the needs of students from different backgrounds (e.g., culture, ability, race/ethnicity, sexual orientation, gender identity or expression, etc.). • Possess good oral communication skills and be comfortable speaking in front of a group. • Be available to work a minimum of 10 hours a week during LRC Operating Hours. • Be available for some opening and/or closing shifts throughout the week. • Complete all mandatory LRC Tutor Training requirements, both pre-semester and in-semester • Complete assigned campus training modules from HR. • Lead Tutor applicants must have worked in the LRC with excellent performance evaluations for at least two semesters.

<p>Duties & Responsibilities</p>	<p>The majority of work performed by an Instructional Student Assistant is: Instruction – Under appropriate supervision by the course assigned faculty member, implements faculty member’s course content and methodology requiring specific advanced knowledge of the course content; Grading – Assessment of student work requiring specific academic knowledge directly related to the subject matter with authority to assign a grade (i.e. test or assignment grades) within a range of points; and/or Tutoring – Individual or group instruction requiring advanced knowledge of discipline or subject matter.</p>
	<p>LRC Lead Tutors will work under the supervision of LRC Staff. LRC Lead Tutors will participate in mandatory pre-semester training retreats and ongoing professional development throughout the semester. LRC Lead Tutors will assist in planning, preparing for, and carrying out Tutor training sessions. LRC Lead Tutors will learn the opening and closing procedures for the LRC and will be responsible for carrying these procedures out as assigned. LRC Lead Tutors will work directly with students in the LRC Physical and Zoom Tutoring Center to assist them with their learning of content and study skills. They will assist students with homework assignments, exam preparation, and interpretation of laboratory experiences -- at all times emphasizing conceptual understanding and independent learning skills. Work assignments are primarily face-to-face and in-person, though some shifts may be performed remotely.</p> <p>Lead Tutors also serve as embedded tutors, attending class meetings of one section of a supported course as part of their weekly paid hours. Embedded tutors serve in class as model students, engage with the lecture content, and demonstrate successful strategies for academic achievement. They may also assist the professor with class management, in-class small group facilitation, and other supportive learning activities. LRC Tutors may not grade/assess any student work.</p> <p>In addition to individual/group tutoring and workshop facilitation, LRC Lead Tutors are involved in various duties or projects as assigned. LRC Lead Tutors may assist with tutor training, the interview process for new applicants, and/or the peer observation process for new and returning LRC Tutors. Additional projects and duties may include activities intended to capture student usage data of the LRC, cultivate a welcoming environment for visitors, expand their knowledge of tutoring, promote use of the LRC, design and facilitate workshops, create materials for use in the LRC, website development, and aid in other activities that support the LRC.</p>
<p>Preferred Qualifications</p>	<p><Include any specific preferences, otherwise leave blank> The ability to tutor in multiple disciplines and/or to tutor in upper division classes is a plus. Previous tutoring experience in the LRC is required.</p>
<p>Special Instructions to Applicants</p>	<p>Instructional Student Assistants may work up to 20 hours per week during academic periods and may work up to 40 hours per week during academic break periods.</p> <p><Include information such as an alternate source of completing an application i.e. the standard employment application available in the Career Center, number of references (either faculty or previous employers or any other information that you would like to communicate to online applicants.></p> <p>Lead Tutor applicants need to complete and submit:</p> <ul style="list-style-type: none"> • The supplemental online application form • A copy of your course schedule for each semester (once available) • As a condition of employment, this position may require a background check. • The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Approver’s Name (Print)	Approver’s Signature	Date
Employee Name (Print)	Employee Signature	Date