Instructional Student Assistant
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.

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<th>Program</th>
<th>Learning Resource Center</th>
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<td>Position Tile</td>
<td>Instructional Student Assistant – Learning Resource Center Lead Tutor</td>
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<td>Job Class Code</td>
<td>1150 Instructional Student Assistant</td>
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<td>Position Summary</td>
<td>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. Learning Resource Center Lead Tutors will support the entire CSUCI community in learning across disciplines, assist in training of LRC Tutors, and 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. Some LRC Lead Tutors may organize and oversee weekly workshop sessions associated with relevant courses. Some LRC Lead Tutors may be embedded into supported courses, attending class meetings as part of their paid hours.</td>
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<td>Assignment</td>
<td>The positions we expect to fill are conditioned on budget and enrollment.</td>
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| Position Requirements | 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. <Include all required qualifications/skills to perform this position>

Applicants who wish to serve as a Lead Tutor must:
- Demonstrate an advanced skill level and expertise in the subject(s) they wish to tutor.
- 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 able to competently tutor and lead workshops 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, 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, between 10:00 a.m. – 7:00 p.m. Monday-Thursday, 10:00 a.m. to 1:00 p.m. Friday, and 5:00 p.m.-8:00 p.m. Sunday.
- Complete appropriate campus safety training.
- Lead Tutor applicants must have worked in the LRC with excellent performance evaluations for at least two semesters. |
| Duties & Responsibilities | 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.

LRC Lead tutors will work under the supervision of the Coordinator of Student Academic Success Services and other LRC staff. LRC Lead Tutors will participate in required training sessions, including training provided by the Learning Resource Center, STEM Center, and/or Peer Education & Equity Programs (PEEP). 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 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 understanding of concepts.

Some Lead Tutors may serve as embedded tutors, attending class meetings for 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 activities. Embedded tutors are not required to complete homework, projects, or exams.

In additional to individual and group tutoring, and to leading workshops, LRC Lead Tutors may be involved in various duties or projects as assigned. LRC Lead Tutors may contribute in tutor training when needed and assist in the interviewing process for incoming LRC tutors when necessary. Additional projects and duties may include activities intended to capture student usage data of the LRC, cultivate a welcoming environment for LRC visitors, expand their knowledge of tutoring, promote the use of the LRC, design and facilitate workshops, create materials for use in the LRC, website development, and aid in other activities that meet the needs of the LRC.

Preferred Qualifications
- The ability to tutor in multiple disciplines and/or to tutor in upper division classes is preferred.

Special Instructions to Applicants
- 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.

To apply the applicant needs to complete and submit:
- The CI Student Employment Application
- The supplemental online application form
- A résumé
- A cover letter - Note: If you do not meet the 3.0 GPA requirement, please provide an explanation in your cover letter
- A copy of your unofficial CI transcript
- A copy of your course schedule for fall 2019 (once available)
- Two recommendations from faculty members in one or more discipline(s) representing subjects that the applicant wishes to tutor or peer-lead. Faculty member may either complete the online recommendation form or provide a letter of reference.

Other:
- 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.
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<th>Alicia Virtue, Dean of the Library</th>
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