## SMART Learning Assistant

**Position Description**

<table>
<thead>
<tr>
<th>Program</th>
<th>NSF SMART GRANT</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Consultant- HSI SMART Learning Assistant</td>
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<tr>
<td>Job Class Code</td>
<td>NA/Unknown</td>
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| **Position Summary** | **Note:** This is a stipend position NOT an hourly position. Learning assistants will be required to work 10 hours a week. Additional hourly pay will be available if also hired through one of the other available LRC/STEM center positions.  

Under supervision, Learning Assistants in this classification perform in and out of classroom support for the majority of work hours in either Math 105, Math 150, Chem 105, Chem 121, or Biology 200 over the course of the academic term. Assignments are approved by a specific supervisor within the academic program.

Learning assistants will support student education in the above listed gateway STEM courses. Learning assistants will be embedded into the supported courses, attending class meetings as part of their paid hours as well as holding drop-in hours at the LRC. Learning assistants must be willing to learn and employ effective tutoring strategies and to review or learn content as necessary, mandatory professional development workshops will be offered. Learning assistants will work with the assigned course instructors to organize and prepare learning activities every week. |
| Assignment       | The positions we expect to fill are conditioned on enrollment and faculty participation. |
| **Position Requirements** | Admission or registration as a CSU student is required. Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of at least one of the courses (or the equivalent) listed previously with a B or better is required.  

- Eligible majors: mathematics, physics, chemistry, biology, ESRM, and/or computer science  
- All applicants must have successfully completed at least one of the courses (or the equivalent) listed earlier with a B or better  
- A minimum cumulative and semester 3.0 GPA at the time of application and maintained throughout the term of employment.  
- Be in good academic and behavioral standing (not on academic or disciplinary probation) with the university.  
- Prospective Learning Assistants must be prompt, reliable, and have a neat appearance. |
| Duties & Responsibilities | The majority of work performed by Learning Assistant is:  
- to assist the professor with class management, in-class small group facilitation, and other supportive activities  
- to assist students with class activities, homework assignments, exam preparation, interpretation of laboratory experiences -- at all times emphasizing understanding of concepts  
- to serve in-class support, attending all class meetings for one section of the assigned supported course as part of their weekly paid hours  
- to hold drop-in sessions for two to three hours in the LRC as a part of their weekly paid hours  
- receive work direction from course instructor, SMART grant faculty, and LRC faculty and staff  
- to attend team meetings/training throughout the semester. Attendance is required. |
| Preferred Qualifications | None |
| Special Instructions to Applicants | Learning assistants will work 10 hours per week during academic periods and may be hired as a LRC/STEM center tutor simultaneously (see position descriptions for those positions for more details)  
To apply the applicant needs to complete and submit:  
- The supplemental online application form  
- A résumé  
- A cover letter; in your cover letter describe your interest in the position and your qualifications to fulfill the responsibilities of the position (e.g. social skills, relevant classes you have taken, etc). 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 or community college (for transfers) transcript  
- A copy of your course schedule for the upcoming term (once available)  
- Two letters of support from a faculty member in one or more discipline(s) representing subjects that the applicant wishes to be a learning assistant in. Faculty |
members may either write their own or complete the provided online letter of support.

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.