

Job #: 140

Date Posted/Updated: 07/10/2020

Hiring Department/Unit:	Learning Center - Peer Tutor & Coach	Application Deadline:	Open until filled
Term of Appointment:	Academic Year	Positions Available	<input checked="" type="checkbox"/> Multiple <input type="checkbox"/> Single
Hours of Appointment:	0 - 20 hours/week	Is this position designated as sensitive under the CSU Background Check guidelines?	
Pay Rate:	\$14.00/hour	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

### Overview:

Under supervision, Instructional Student Assistants (ISAs) in this classification perform teaching, grading and/or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. The work may be performed on-campus or at an off-campus public agency or private non-profit organization under an agreement with a campus in the CSU system. Students applying for ISA positions must be admitted or registered as a CSU student. Academic Student Employees may not concurrently hold a faculty or staff position. Students with assignments in more than one student classification (i.e., Teaching Associate, Graduate Assistant, and Student Assistant) are restricted to working a maximum of 20 hours per week during the academic year and up to full-time during academic break periods. The 20 hour per week maximum includes hours worked in all positions. See Classification Standards for more information: <http://www.humboldt.edu/aps/ase.html>.

### Job Duties:

ISAs will serve as tutors and/or academic peer coaches online or in person. ISAs will greet students and explain how to use Learning Center services to new students. ISAs assist students in finding their own answers to questions and help them learn methods to solve problems independently. In addition, tutors help students grasp the content of challenging courses and master study skills necessary to become successful learners. Tutors and coaches are also responsible for mentoring new employees. Additional responsibilities include ensuring that students log in/out properly, maintenance duties, securing equipment, and informing supervisor of shift changes or problems via email. Special projects may include classroom presentations to talk about Learning Center services, creating and/or presenting Skillshops, creating worksheets and study aides, and creating and posting social media content. Other special duties may include meeting with students for study skills development including but not limited to time management, prioritization, exam preparation, note taking and reading strategies. Peer sessions may be recorded for training and evaluation purposes. Lead tutor/academic peer coach assistant duties may include communicating with faculty and colleagues, updating Canvas page, and conducting tutor observations.

### Minimum Qualifications for this Classification:

**Knowledge and Abilities:** Instructional Student Assistants 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.

**Special Qualifications:** Admission or registration as an HSU student is required. On-Campus or Off-Campus Work-Study Instructional Student Assistants must meet the eligibility requirements of the Federal Work-Study Program, as determined by the campus' financial aid office.

*Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.*

### Department Hiring Criteria:

**MINIMUM QUALIFICATIONS FOR THIS POSITION:** Must be a sophomore or higher standing; Bs or better earned in classes; positive faculty recommendation for tutored courses. Strong communication skills and ability to work effectively with students of diverse backgrounds and learning needs are essential. Most possess initiative, dependability, and an interest in assisting students.

**PREFERRED QUALIFICATIONS:** Preference given to students with a strong background in the following disciplines: Business Administration, Biological Science, Engineering, Mathematics, Physical Sciences, and Psychology. Preference also given to applicants with a broad knowledge of learning skills, mentoring, and tutoring or teaching experience. Work-study eligible students strongly encouraged to apply.

### How to Apply and Contact Information:

Please submit the following application materials:

- Statement of Interest    Resume/CV    [Application for Academic Employment](#)    [Supplemental Application for Employment](#)
- Other:

- Learning Center Application: via Interfolio
- Current unofficial transcript
- Schedule of Availability (weekly course schedule)

Please submit application materials listed above via Interfolio using this link: <https://apply.interfolio.com/75954>

All application materials should be submitted via Interfolio.

For more information, please contact Michele Miyamoto for general tutor/ academic peer coach positions at [michele.miyamoto@humboldt.edu](mailto:michele.miyamoto@humboldt.edu) or 707-826-5187

### Procedures for Notification:

All successful candidates will be notified via email or by phone of job appointment.

*A background check must be completed satisfactorily before any candidate can be offered a position that is designated as sensitive under CSU guidelines. The background check will include, at a minimum, a criminal records check. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU student workers who apply for the position. All CSU employees are obligated to respond to and report incidents of sexual harassment and sexual violence. The successful candidate for this position will be mandated to receive relevant training on an annual basis. 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.*

*Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. If accommodations need to be made during the recruitment and interview process, please contact Human Resources at (707) 826-3626 or [hsuhr@humboldt.edu](mailto:hsuhr@humboldt.edu).*