



Job Vacancy Announcement Instructional Student Assistant

Pay Rate: <u> \$10.00 min. </u>	Check One: <input type="checkbox"/> Single Position <input checked="" type="checkbox"/> Multiple Positions
Hours of Appointment: <u> 0-20 depending upon need </u>	
Application Deadline: <u> On-going/Open </u>	
Hiring Department or Unit: <u> Tutorial Center </u>	
Description of Duties:	
<p>These are Hourly Intermittent Instructional Student Assistant positions under the supervision of the Learning Center Tutorial Coordinator. Starting at \$10.00/hr. for one-on-one tutoring, higher rate possible depending on tutoring responsibilities and if tutor is certified (CRLA Tutor Certificate.)</p> <ul style="list-style-type: none"> • Tutor students on a one-on-one, group, or drop-in basis, depending on student requests and job assignments. • When tutoring, help students to become independent learners by helping them to develop their own learning and study strategies as well as help them to understand course content and concepts. • Check emails daily for new appointments and messages. • Fill out initial required paperwork when meeting with students. • Turn in completed weekly tutor reports based on tutoring sessions. • Meet with the Tutorial Coordinator at mid-semester for an update on tutoring sessions and students being tutored. • Meet with Tutorial Coordinator at the end of the semester for an evaluation about tutoring sessions and tutoring responsibilities met. • Fill out end of the semester evaluations concerning students tutored and the tutorial program experience. 	
Minimum Qualifications:	
<p>Currently enrolled HSU students.</p> <ul style="list-style-type: none"> • Have earned an A or B in courses to be tutored and knowledge of subject matter. • Strong communication skills, especially listening skills. • Ability to work effectively with students of diverse backgrounds and learning needs. • Must possess initiative, dependability, patience, and an interest in assisting students. • Available for at least 5 - 10 hours a week for tutorial assignments. <p>Note: <i>Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of Humboldt State University.</i></p>	
Additional Hiring Criteria:	
<p>Depends on Tutorial Center's need.</p>	
How to Apply and Contact Information:	
<p>Please Stop by the Tutorial Center, House 71 or contact Carmen Colunga at 707 826 4266 for application and more information.</p>	
Procedures for Notification:	
<p>Only applicants awarded a position will be notified by e-mail, phone call or in person at the Tutorial Center.</p>	
<p><i>Humboldt State University is an Equal Opportunity/Title IX/ADA employer with a strong commitment to diversity and encourages applications from women, members of all ethnic groups, veterans and people with disabilities. Humboldt State University employs only individuals authorized to work in the United States.</i></p>	