



1/19/12

POSITION ANNOUNCEMENT

736

TITLE: STUDENT ACADEMIC TUTORS
DEPARTMENT: UPWARD BOUND
REPORTS TO: ACADEMIC ADVISOR
HOURS: PART-TIME 20 HOURS PER WEEK
(ABILITY TO WORK MON-TH 3-5PM SOME EVE & WEEKENDS)
SALARY: \$10.00 / PER-HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

The primary focus of the tutoring program is to tutor students in English, math and science during class and after school.

ESSENTIAL FUNCTIONS:

- Conduct small group classroom-style presentations.
- Keep weekly reports of participants' attendance and academic development.
- Keep students informed of upcoming Upward Bound Program events.
- Assist during Saturday academy sessions.
- Chaperone students on field trips.
- Other duties as directed by the project director and academic advisor.

QUALIFICATIONS:

- Available to work Monday through Thursday 3:00 pm—5:00 pm and some Saturdays and evenings.
- Must be willing to work a minimum of ten hours a week (Mon.—Saturday).
- Applicant must be a CSUF student in good academic standing with a minimum overall GPA of 2.75 and a minimum GPA of 3.0 in the subject(s) being tutored.
- Junior/Senior college student standing, must have minimum of 30 units; must provide unofficial transcript.
- Demonstrate ability to work with low income and diverse student populations.
- Possess good organizational and communication skills.
- Must be able to work independently and take initiative.
- Prior experience preferred.

EDUCATION:

Junior/Senior college student standing, must have minimum of 30 units; must provide unofficial transcript.

PHYSICAL DEMANDS:

Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

**APPLICATION
PROCEDURE:**

Submit resume and application* to:

**CSU Fullerton Auxiliary Services Corporation (ASC)
Human Resources Department
2600 Nutwood Ave., Suite 275
Fullerton, CA 92831**

Email: ascemployment@fullerton.edu

Fax: 657-278-1187

*To obtain an ASC application visit our website at www.csufasc.org. Go to “forms” and click on “application”. Be sure to print a copy of your completed application as the document will not save your information.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

APPLICATION DEADLINE: Open until filled

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