

# COLLEGE OF BUSINESS

## Business Educational Equity Program

Tutoring and Study Center

Instructional Student Assistant: BUSINESS TUTOR

JOB DESCRIPTION



SACRAMENTO STATE  
COLLEGE OF BUSINESS

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The primary purpose of the Business Educational Equity Program [B.E.E.P.] Tutoring and Study Center in the College of Business is to provide academic support services for the students within the College of Business. In addition, the B.E.E.P is designed to enhance the opportunity of these students to be successful at the postsecondary education level.

### DUTIES AND RESPONSIBILITIES

Under general supervision of the Office of Student Engagement/B.E.E.P. Director, tutors are responsible for the following:

- Provide appropriate tutorials to meet each students' needs.
- Document tutorial sessions, monitor students' progress, and maintain Progress Reports.
- Present and promote information regarding B.E.E.P. to students within the College of Business.
- Attend regularly scheduled tutorial meetings.
- Make necessary referrals for personal counseling and academic advising.

### REQUIREMENTS

- A declared major within the College of Business
- A G.P.A. of 3.0 or higher
- Undergraduate or Graduate Student
- Business Faculty recommendation
- A grade of "B" or higher in courses you tutor

### EXPERIENCE

- Previous experience as tutor/peer mentor and/or working with diverse student population preferred, but not required.

### KNOWLEDGE, ABILITIES AND EXPERIENCE

- Ability to assist students academically with course related questions, assignments.
- Sensitivity to individual student needs.
- Ability to establish and maintain cooperative working relationships with the COB students.
- Skills to meet the academic needs of the student.
- Fluent in the English Language.
- Previous experience as tutor/peer mentor and/or working with diverse student population preferred, but not required.
- Experience with using Zoom and it's functions to conduct tutoring sessions.

### RATE OF PAY

- \$16 per hour.

### CONDITIONS OF EMPLOYMENT

This is a part-time, on-campus job available through the College of Business and normally takes place in the Business Tutoring and Study Center, Tahoe Hall 1006. During this time, tutoring is conducted online via Zoom by appointment only. Continued employment in this position is dependent upon funding, successful job performance, and maintenance of job requirements.

### TO APPLY, Submit the following documents:

- Tutor Interest form
- Business Faculty Recommendation Forms
- Resume & a copy of your Unofficial Transcript from **My Sac State**

**Submit to:** Sanitta Coey at coey@csus.edu

Candidates selected for an interview will be contacted by email to set up an online interview appointment.