College of Business Administration

Business **E**ducational **E**quity **P**rogram

Tutoring and Study Center
Student Assistant Position: BUSINESS TUTOR
JOB DESCRIPTION – Spring 2020

Great on-campus Job opportunity for CSUS Business Majors

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 Administration.
- Attend regularly scheduled tutorial meetings.
- Make necessary referrals for personal counseling and academic advising.

REQUIREMENTS

- A declared major within the College of Business Administration
- 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 CBA 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.

RATE OF PAY

- $14.00 - $15.00 per hour.

CONDITIONS OF EMPLOYMENT

This is a part-time, on-campus job available through the College of Business Administration and takes place in the Business Tutoring and Study Center, Tahoe Hall 1006. Continued employment in this position is dependent upon funding, successful job performance, and maintenance of job requirements.

TO APPLY, Submit the following documents:

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

Submit to: Maria Anghel – Tahoe Hall 1030 or maria.anghel@csus.edu

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