



Instructional Student Assistant Business Tutoring Center

Job Summary:

The Business Tutoring Center (<https://business.fullerton.edu/Tutoring>) offers services to CSUF enrolled students. The Center's mission is to assist students to become more successful at the University by offering tutoring assistance in the following core business subjects: Accounting, Business Writing, Economics, Finance, and Information Systems & Decision Sciences (ISDS). The Center is open during fall and spring semesters Monday/Tuesday from 10 am – 7 pm; and Wednesday/Thursday from 10 am – 5 pm.

Job Duties:

We are looking for current undergraduate and graduate students who are highly dependable, possess excellent communications skills, and able to work well with others. As a tutor, you will be expected to perform the following duties:

- Help students make academic progress and achieve a better understanding of specific subject material while promoting independent learning.
- Provide academic assistance and support to undergraduate students individually or in a group setting.
- Establish and maintain rapport with the assigned students.
- Maintain a punctual and reliable work schedule.
- Must attend all tutor training and meetings.
- Team up with other tutors in review sessions; and assist where needed.
- Serve as an exemplary role model to students.
- May perform other tasks as assigned: virtual "front desk" customer service; prepare reports; marketing the Center; connecting with faculty; occasionally promote service via classroom presentations.

Qualifications:

Tutors are selected based on strong academic and leadership skills, strong work ethic and the ability to communicate well with others. All individuals must meet the following minimum qualifications:

- Must have a minimum **grade point average of 3.0**.
- Must be able to work at least **10 hours per week** and have at least a year to graduate.
- Possess excellent communication skills and ability to work with students from diverse backgrounds.
- Ability to build strong and positive relationships with students.
- Maturity, respect for students, and ability to listen with patience and have an open mind.
- Previous tutoring experience with students is a plus.

Please email your resume and unofficial transcript to cbetutoring@fullerton.edu. Thank you!

Update: April 2021