Instructional Student Assistant (ISA)
Mihaylo College Tutoring Center | 800 N. State College Blvd., SGMH 2404, Fullerton, CA 92831 | 657-278-2704

Department: Mihaylo Business and Economics College, CSUF
Location: Mihaylo College Tutoring Center, SGMH 2404
Position: Instructional Student Assistant (ISA)
Posted:
Application Deadline: On going

The Mihaylo College Tutoring Center 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 semester Monday through Thursday; 9:00am-7:00pm.

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.
- Serve as an exemplary role model to students.
- May perform other tasks as assigned: front desk customer service and marketing the Center’s service.

Qualifications:
Tutors are selected on based on strong academic and leadership skills, strong work ethic and the ability to communicate well with others. All individuals in the Mihaylo Tutor position 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.

If interested please email your resume and transcript to
Sara Lycans-Roy
slycans-roy@fullerton.edu

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