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

Job Summary:
The Mihaylo College Tutoring Center offers services to CSUF enrolled students. The Tutoring 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 and Decision Sciences (ISDS). The Tutoring Center is open during Fall and Spring semesters, Monday through Thursday from 9:00am - 7:00pm.

Job Responsibilities:
We are looking for current undergraduate and graduate students who are highly dependable, possess excellent communication skills, and able to work well with others. As a tutor, you will be expected, but not limited 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 assigned students.
- Maintain a punctual and reliable work schedule.
- Must attend all tutor trainings and team meetings.
- Serve as an exemplary role model to students.
- May perform other tasks as assigned: Front Desk coordinator and market the Tutoring Center’s services via tabling, classroom announcements, and so on.

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.
- Must be able to tutor at least two or more core business subjects (2+ subjects preferred)
- 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 transcripts to eyong@fullerton.edu

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