Business Tutor at CARP
(at $12.00/hr)

Business Tutor Job Description

- Provide tutoring services for undergraduate students seeking assistance with undergraduate level business and math courses.

- Facilitate tutorial sessions with individual students or small groups.

- Prepare academic support workshops or projects that focus on concepts relating to business.

- Present academic support workshops, which may occur outside of the scheduled 12 hours.

Qualifications

Applicant must:

- Preferably be an upper division or graduate SF State student.

- Have completed the following courses (or equivalent courses from other universities), and passed them with a grade of B or better:
  - College Algebra (MATH 60/70)
  - Business Calculus (DS 110 or Math 110)
  - Business Statistics I (DS 212)
  - Business Finance (FIN 350) (may be taken concurrently during Applicant’s first semester of work)
  - All other business and math courses listed on transcripts will also be taken into consideration.

- Have and maintain a minimum all university GPA of 3.0 and a 3.0 in the major discipline.

- Be patient and willing to support students.

- Be able to empathically and interactively communicate with others.

- Be able to speak in front of a class of students.
• International students must refer to SF State’s policies for hiring international students.

Application Instructions:

Please submit the following to the Math, Science, and Business Unit Coordinator (either in person at HSS 346 or via email to carp.msb@gmail.com):

• A cover letter.
• A resume that clearly articulates skills relevant to the successful execution of the Business Tutor position.
• Unofficial college transcripts from all institutions you have attended.
• The Student Work Availability Form (found on Jobs page of the CARP website).
  o During Summer Session, Applicant must be available to work between 12 to 20 hours/week during CARP’s regular tutoring hours (Monday – Thursday 10am – 3pm, and Friday 10am – 2pm.)
  o During the academic year, Applicant must be available to work at least 12 hours/week during CARP’s Regular tutoring hours (Monday-Thursday 4pm- 8pm, and Friday 11am – 2pm).
  o Applicants must also have additional availability outside of their tutoring hours and class schedule in order to present academic support workshops and projects.

Please submit all application materials in separate documents in either PDF or Word format.

If you have any questions or concerns, please contact both:

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Math Science and Business Unit Coordinator  
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