Science Tutor at CARP
(at $12.00/hr)

Science Tutor Job Description

• Provide tutoring services for undergraduate students seeking assistance with undergraduate level science and math courses.

• Facilitate tutorial sessions with individual students or small groups.

• Prepare and present workshops or projects which may occur outside of the scheduled 12 hours.

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 and carp.msbtc@gmail.com):

• A cover letter.
• A resume that clearly articulates skills relevant to the successful execution of the Math Tutor position.
• Unofficial college transcripts from all institutions you have attended.
• The Student Work Availability Form (found on Jobs page of the CARP website).
  • 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.)
  • 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).
  • 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.*
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)
  - Calculus I (Math 226)
  - Human Biology (BIOL 100)
  - Introductory Biology I & II (BIOL 230 & 240)
  - General Chemistry I (CHEM 115)
  - Organic Chemistry I (CHEM 233)
  - All other 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.

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

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