Peer Connections
San José State University
Assistant Tutor Coordinator

Under the supervision of the Tutor Coordinator, the Assistant Tutor Coordinator assists with the design, implementation, coordination, and delivery of tutorial assistance to SJSU students. This person serves as a role model and mentor to student staff in Peer Connections and helps maintain a safe and productive learning environment for peer educators and students.

Qualifications:
- Must be a current San José State University student
- Experience tutoring college students and/or adult learners required
- Graduate or undergraduate student in education, counseling, or related fields preferred
- Group workshop/training facilitation or classroom teaching experience preferred
- Experience supporting students within a diverse student population
- Ability to maintain confidentiality and appropriately handle sensitive communication with students, staff, and faculty
- Cumulative GPA of 3.0 preferred
- Excellent written communication skills
- Ability to perform in a detail-oriented, fast-paced, team environment
- Working knowledge of software applications and technology

Responsibilities:
- Assists the Tutor Coordinator and tutor leads (student staff) with planning and facilitating tutor trainings and meetings
- Conducts tutoring observations and provides feedback to tutors on their skills
- Assists the Tutor Coordinator with coordinating the day to day aspects of running the tutoring program (e.g. maintaining records, assisting with scheduling conflicts, etc.)
- Provides continual feedback to the Tutor Coordinator and professional staff about how the tutoring program and Peer Connections could be improved
- Tutors at least one 2-hour shift per week in Peer Connections in subject(s) of their choice
- Interprets and explains university policy to students, staff, faculty, and prospective students
- Assists students in planning, organizing, and attaining their educational goals
- Participates in Peer Connections meetings, student staff training, and outreach activities

Commitment and Training:
This position is a one or two semester commitment (2 semester preferred). Candidates must be available to work approximately 15-20 hours/week. This position will receive at least one hour of individual supervision on a weekly basis. The Assistant Tutor Coordinator will receive $17.00/hour and may be eligible to receive academic credit for their hours through their academic programs.

Application Process:
Please submit a cover letter, resumé with references, and two letters of recommendation to: Rebecca Tedesco, Peer Connections, One Washington Square, San José, CA 95192-0198 or Rebecca.Tedesco@sjsu.edu – 408-924-3346