

# SJSU Embedded Tutor Job Announcement



**Peer Connections**  
**Office of Student and Faculty Success**

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## **SJSU Embedded Tutor Job Description**

Embedded Tutors provide SJSU students with small group and individual tutorial assistance for existing course curriculum. In addition, Embedded Tutors further develop students' self-esteem, learning and study strategies, and critical thinking skills. Embedded Tutors are responsible for using "best practices" learned during the nationally certified training they receive. Embedded Tutors work with students to identify their areas of strength and to be accountable and responsible for their educational choices and actions.

### **Qualifications:**

For consideration, candidates must possess the following qualifications:

- Minimum grade point average of 2.75 or a 3.0 for 2 consecutive semesters prior to the hiring semester.
- Must be enrolled in at least 6 units as an undergraduate or at least 4 units as a graduate student.
- Strong organizational, interpersonal, and communication skills.
- Demonstrated above-average creative problem-solving, critical thinking, patience, & decision-making skills.
- Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
- Friendly, respectful, and professional demeanor with a positive attitude.
- Willingness to accept supervision and constructive feedback and to implement recommendations for improvement as directed.
- Must be making progress towards earning a degree.
- Must be available to attend Peer Connections training on weekdays January 14-18 and Jan 22, 9-5pm. Note that all HR paperwork must be completed prior to starting training.
- Must attend weekly training meetings on Fridays from 9:30-11:30am or 1:30-3:30pm for the first semester of employment, and designated meetings on Thursdays from 4:30-5:45pm.

*(Any exceptions to the minimum eligibility qualifications can only be granted at the sole discretion of the university.)*

### ***Definition of Tutoring: Understanding, Learning, & Thinking (Course Content)***

Tutoring empowers individuals to become independent learners and critical thinkers. Tutors are academic coaches who provide a supportive environment for students to understand new or challenging material through the use of innovative learning and study strategies.

### ***An Embedded Tutor is:***

An SJSU Embedded Tutor works within their assigned class to provide academic support to the students in that course. The Embedded Tutor is knowledgeable about the content of specific subjects and has been trained to assist other students to increase their academic skills and understanding of SJSU course material.

### ***Role of the Peer Connections Tutor***

1. Encourages and engages tutees to develop their self-confidence, self-efficacy, and learning strategies to become independent learners.
2. Supports tutees in identifying their areas of strength and challenges.
3. Assists tutees to develop effective learning and study strategies which include critical thinking, problem-solving, and decision-making.
4. Provides tutees with supplemental assistance to existing course curriculum.
5. Encourages tutees to be accountable and responsible for their educational choices.
6. Attends all meetings of assigned class(es) and serves as peer leader to the students.
7. Collaborates with faculty of assigned class(es) to support students as outlined in expectations set by faculty and embedded tutors.

### ***Embedded Tutor Responsibilities***

1. Provides small group and individual tutoring services in designated Peer Connections areas, based on the guidelines, policies, and procedures in this manual.
2. Attend the assigned class as requested by the supervisor and instructor and the embedded tutor assists the instructor in class as arranged.
3. Uses effective CRLA-certified tutoring methods, strategies, and “best practices” taught in Levels I and II training when working with tutees.
4. Adheres to the written policies and procedures of Peer Connections, and is familiar with the Peer Connections staff and their respective responsibilities and services.
5. Completes and submits all administrative tasks **correctly and on time**, such as GradesFirst Tutor Reports and assessments, “No Show” Reports, and payroll records.
6. Works as a productive and collaborative member of the Peer Connections team.
7. Responds appropriately to constructive feedback and supervision from the supervisor.
8. Finishes CRLA Levels I and II training before completing 3 semesters with Peer Connections, unless otherwise approved by the supervisor.
9. Complete 25 hours of direct service hours every semester.
10. Arrives to and finishes scheduled work sessions on time.

11. Follows the initial work schedule for the entire semester, unless otherwise approved by the supervisor.
12. Attends all scheduled staff and training meetings and participates by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and engaging in discussions on current topics or scenarios.
13. Is familiar with Peer Connections policies, procedures, and forms, which include (but are not limited to) the Code of Ethics, sign in/sign out procedures, tutor requests, e-mail, use of name tags and name cards, Canvas and GradesFirst procedures, Professional Development Log, and payroll submissions.
14. Educates the SJSU community about Peer Connections by participating in at least 2 outreach opportunities such as making faculty contacts and/or class announcements, distributing program materials, and working publicity events.
15. Discusses concerns or suggestions regarding the program with the supervisor.
16. Completes other assigned duties in compliance with the United Auto Workers (UAW) 4123 (Unit 11) contract.

### *Employment Information*

- Students can apply for tutor positions regardless of work-study eligibility.
- Tutors are employed on a semester basis and contracts are subject to renewal each semester.
- Tutors are paid for their scheduled work, completing administrative work and attending staff meetings and training sessions.
- The Tutor Coordinator determines the tutors' work schedule based on need, availability, and skill. Tutors typically work between 6 and 15 hours per week. Exceptions to the minimum number of hours are granted only by the Director.
- Tutors must earn a minimum SJSU GPA of 3.0 each semester. Tutors are encouraged to speak with their supervisor as soon as they notice they are having a difficult time managing their class(es), work, or personal life, rather than wait until the end of the semester. The professional staff are here to assist and support tutors, just as tutors are here for students. Any tutors who do not maintain a semester 3.0 GPA are responsible for arranging a meeting with their supervisor as soon as they receive their grades to discuss their eligibility to continue with their employment.

Student staff members must meet a consistent GPA requirement to work at Peer Connections. Peer Tutors will not be re-hired if they have two semesters with an SJSU GPA below 3.0 (whether these semesters are consecutive or not) or if their SJSU cumulative GPA falls below a 3.0. If a Peer Tutor is hired under the condition that their SJSU cumulative GPA was under 3.0, but they had two consecutive semesters above 3.0, that tutor must maintain an SJSU semester GPA above 3.0 or they will not be re-hired. If a Peer Tutor is not re-hired because of their GPA, they can re-apply once their **semester and cumulative** SJSU GPA are above 3.0. Exceptions can only be made in consultation with the tutor's supervisor and the Director.

### *Employment Privileges*

- Tutors receive priority registration after they have been employed at Peer Connections for one semester and continue to work in the program for a second semester. Priority registration

allows tutors to enroll in their classes before the general student population, so they can arrange their class schedules in order to attend **mandatory** staff and training meetings.

- While employed at Peer Connections, tutors are eligible to receive reduced parking fees through SJSU Parking Services.

**Compensation:**

Embedded Tutors receive a salary of \$15-\$16.25/hour based on experience.

**Application Process**

Applications are available at: <http://peerconnections.sjsu.edu/employment/>

Applications are due October 31<sup>st</sup> at 11:59pm.

**Questions about the Embedded Tutor position or the application process should be directed to:**

- Deanna Peck, Peer Connections Director
- 408-924-2181
- Deanna.Peck@sjsu.edu