



Campus Academic Resource Program

General Tutor Job Description

The following is a general job description for *all* Campus Academic Resource Program (CARP) Tutors. For further description of each specific tutoring position, please see position-specific job descriptions.

Qualifications

- Must be a San Francisco State University (SF State) student
- Must have patience and a strong desire to help students achieve their goals
- Must have an ability to speak in front of groups and present academic workshops
- Must be in good standing with the university
- Must be able to work a minimum of 12 hours per week during our spring and fall hours of operation
- Direct experience providing tutorial and/or academic support services for students from multicultural and low income communities is a plus!

Responsibilities

- Follow all policies and procedures outlined in the *Program Policies and Procedures Manual*
- Participate in training
 - Participate in an initial 15-hour training program
 - Participate in on-going training
 - Help develop new training materials
 - Serve as a mentor for new tutors
 - Attend semester orientations
- Provide tutorial and academic support services for university students
- Develop workshops and academic support sessions
- Organize, facilitate, and track tutorial sessions
- Must create projects such as workshops, training materials, or outreach projects to develop CARP's repertoire of services
- Maintain communications with staff and coordinators
- Attend staff meetings
- Write memos to communicate with management and other CARP employees
- Conduct in-class presentations to promote CARP's services
- Assist in maintaining and cleaning tutoring rooms and reception area
- Take on additional responsibilities as assigned by the Senior Program Coordinator

*This job description is not all-inclusive; please see job-specific job descriptions as well.