



Campus Academic Resource Program

Updated January 20, 2009

### **Writing, Reading, & Study Skills Tutor**

#### **\*Job Description:**

- Provide tutorial support services for university students needing assistance with reading, writing, and study skills
- Organize, facilitate, and track tutorial sessions with individual students
- Develop academic support sessions and workshops to be presented both in the classroom and at CARP
- Participate in on-going training

**Days/hours and duration of job:** 12 hours

**Wage:** \$10.26/hr

**Start Date:** Spring 2009

#### **Qualifications:**

All applicants must:

- Be a SFSU graduate or undergraduate student who has taken and passed the JEPET, be patient, and have a strong desire to help students achieve their goals;
- Have the ability to speak in front of groups and present academic workshops;
- Be in good standing with the university. A minimum GPA of 3.0 is required.

Students from all departments (Math, Business, Music, etc.) are encouraged to apply. STUDENTS ENROLLED IN THE MA TESOL PROGRAM ARE STRONGLY ENCOURAGED TO APPLY. Direct experience providing academic support services for students from multicultural and low income communities is also beneficial.

#### **\*Application Instructions:**

Email your resume, unofficial transcripts (for entire college education), 2 writing samples (argumentative/analysis & less than 5 pages) and a cover letter to [carp.wrss@gmail.com](mailto:carp.wrss@gmail.com) or submit all materials in person at HSS 346.