



CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

F O U N D A T I O N

Position Announcement #10-01

The CSU East Bay Foundation is located in the East Bay Hills overlooking the San Francisco Bay. The Foundation is a non-profit agency founded to support the University. Established in 1959, the Foundation has seen continual growth in staff to support the growing number of grants and contracts awarded.

Academic Tutor, Project SOAR

- Part-Time (0.75 FTE 30 hours/week OR 0.375 FTE 15 hours per week), temporary, non-benefited, non-exempt position
- Salary: \$13.00 - \$16.41 per hour

Reporting to the Director of Project SOAR and working under the general supervision of the Team Leader, responsibilities of the position include working with the Academic Counseling Associate and Classroom Teacher at the school site to provide academic support to the SOAR cohort; provide tutoring support to "at risk students" in the following core content areas: Reading, Language Arts, Mathematics, and Science; establish and keep records of student progress and/or academic outcomes on a daily basis; provide student progress reports to: Academic Counseling Associates and Classroom Teacher; inform Parent Liaisons of student absences to tutoring sessions; participate in professional development and workshops as directed; other duties as assigned.

Minimum Qualifications: Education: High School Diploma required; some college preferred; Experience: One year tutoring middle and/or high school students; Must pass English or Math assessment test conducted before interview on set date(s); Knowledge, Skills, and Abilities: Ability to relate well to adolescent students; Good verbal and written communication skills; Knowledge of Microsoft Office suite; ability to deliver the content to secondary students in small groups and one-on-one setting; ability to communicate well with students with limited English language skills; good organizational skills; ability to work independently; ability to lift 10 pounds.

How to Apply: Applications and information may be obtained from the CSUEB Foundation, Human Resources Office or online at: <http://www.csueastbay.edu/foundation/hr/employ-opp.html>. Based on a review of the applications, the best qualified applicants will be invited for an oral interview. **To be guaranteed consideration for the position, applications must be received by March 31, 2010, however the position will remain open until filled and applications are welcome past this date.** Please submit an application to:

Human Resources
CSU East Bay, Foundation
25976 Carlos Bee Blvd.
Hayward CA, 94542-1699
Attn: Job #10-01

OR

Email Application to: foundationhr@csueastbay.edu

CSUEB Foundation is a committed Equal Opportunity, Affirmative Action Employer. Minorities, women, disabled and veterans are encouraged to apply. Foundation job positions are non-state positions. Proof of authorization to work in the United States and proof of identity will be required immediately upon employment.