

## SCAA SUBJECT TUTOR POSITION DESCRIPTION



The mission of the Student Center for Academic Achievement (SCAA) is to provide CSUEB students with individual and collaborative learning opportunities within an inclusive environment fostering independent growth. The SCAA strives to cultivate adaptability, self-direction, and self-confidence through peer-to-peer support programs. SCAA services help students set achievable goals, develop academic skills, and improve subject comprehension. [More about us](#)

The heart of the SCAA's work is a dedicated staff of peer leaders. The SCAA employs individuals who are interested in helping their peers engage in life-long learning; possess patience and good communication skills; are sensitive to diverse student needs; are reliable, committed, and accountable; are willing to creatively and collaboratively contribute to the advancement of the SCAA; and are interested in being a part of a community that is passionate about student success.

### **Subject Tutor Responsibilities:**

- Commit to a minimum of 10 total hours of availability for appointment-based tutoring per week at the SCAA
  - *\*Staffing the SCAA front desk for a minimum set of hours may be included as part of the overall hours, where needed*
- Develop resources (videos, handouts, etc.) according to CSUEB student needs
- Use talents and perspectives to assist in the advancement of the SCAA's presence on campus by participating in marketing and outreach, etc.
- Be familiar with a variety of courses within one or more academic discipline
- Participate in all scheduled professional development training sessions

### **Ideal SCAA Tutor Candidates Will Be Able to Support:**

**Accounting** courses: ACCT 210 (Introduction to Financial Accounting), ACCT 215 (Introduction to Managerial Accounting), ACCT 311 (Intermediate Financial Accounting I), ACCT 312 (Intermediate Financial Accounting II)

**Biology** courses: BIOL 100 (Biology in the Real World), BIOL 101 (Introduction to Biology), BIOL 140A/B (Principles of Cell and Molecular Biology), BIOL 270/271 (Human Anatomy and Physiology I & II), BIOL 230 (Intro to Clinical Microbiology), and BIOL 310 (Genetic Analysis).

**Chemistry** courses: CHEM 100 (Introductory Chemistry), CHEM 111/112 (General Chemistry I & II), CHEM 161 (Basic Chemistry for the Health Sciences), CHEM 230 (Survey of Organic Chemistry), CHEM 220 (Quantitative Analysis), CHEM 331/332 (Organic Chemistry I & II), CHEM 351/352 (Physical Chemistry I & II), and CHEM 410 (Advanced Inorganic Chemistry).

**Communication** courses: COMM 100 (Public Speaking), COMM 104 (Interpersonal Communication), and skills related to oral presentation methods (e.g. Canva, Microsoft PowerPoint, etc.).

**Computer Science** courses: CS 100 (Programming for Everyone), CS 101/201 (Computer Science I & II), CS 200 (Advanced Programming for Everyone), CS 211 (Discrete Structures), CS 301 (Data Structures & Algorithms), CS 311 (Programming Language Concepts), CS 321 (Computer Architecture), CS 351 (Website Development),

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CS 401 (Software Engineering), CS 411 (Automata and Computation), CS 421 (Operating Systems), CS 431 (Database Architecture), CS 441 (Computer Networks), and various programs including Java, C++, etc.
<b>Economics</b> course(s): ECON 200 (Principles of Microeconomics), ECON 380 (Managerial Economics and Business Strategies)
<b>Finance</b> course(s): FIN 300 (Financial Management)
<b>Kinesiology</b> courses: KIN 162 (Nutrition and Performance), KIN 300 (Critical Inquiry in Kinesiology), KIN 301 (Applied Musculoskeletal Anatomy), KIN 303 (Biomechanics) and KIN 306 (Exercise Physiology)
<b>Math</b> courses: MATH 115 (College Algebra), MATH 120 (Pre-Calculus), MATH 125 (Precalculus with Algebra), MATH 130/131 (Calculus I & II), MATH 211 (Discrete Structures), MATH 215 (Introduction to Linear Algebra), MATH 225 (Numerical Algorithms and Linear Algebra for Computer Science), MATH 300 (Introduction to Mathematical Proof), MATH 320/321 (Abstract Algebra I & II)
<b>Physics</b> courses: PHYS 115 (Elementary Physics), PHYS 125 (Principles of Physics I), PHYS 126 (Principles of Physics II), and PHYS 135, 136, 137 (Physics for Scientists and Engineers I, II & III), PHYS 304 (Acoustics)
<b>Psychology</b> course: PSYC 100 (General Psychology), PSYC 200 (Methods of Investigation in Psychology), PSYC 310 (Conditioning and Learning), PSYC 320 (Physiological Psychology), PSYC 330 (Cognitive Psychology), PSYC 360 (Social Psychology), PSYC 381 (Psychopathology)
<b>Stats</b> courses: STAT 100 (Elements of Statistics and Probability), STAT 100A (Statistics Principles), STAT 101 (Statistics in Everyday Life), STAT 101A (Everyday Statistics Principles), STAT 110 (Elements of Statistics for Business and Economics), STAT 215 (Introduction to Data Science), STAT 316 (Statistics and Probability for Science and Engineering), STAT 432 (Introduction to Linear Regression & Logistic Regression), and statistical programs including SPSS, R/RTutor, Python, MiniTAB, and Excel.

*Tutoring-supported courses subject to change*

### **Minimum Qualifications\*:**

Applicants must...

- Be available to work in-person for at least 50% of tutoring shifts (online shifts may be conducted in the SCAA or in any other quiet location with strong WiFi)
- Be enrolled as a second-semester freshman, sophomore, junior, senior or grad student at CSUEB for the academic year (minimum eligibility for hire is six undergraduate units or four graduate units)
- Have availability for consistent working hours and regular meetings for a maximum of 20 hours a week
- Have a cumulative GPA of at least a 3.0
- Possess strong content knowledge of the subject they apply to tutor in (staff will be trained on tutoring techniques)
- Have an ability to interact with and effectively communicate with diverse populations in individual or group settings
- Submit a complete application (more details under "Application Procedures")

*\*Exceptions to minimum eligibility requirements granted at the discretion of the University.*

### **Additional SCAA Learning Community Expectations:**

- Engage in a continuous training process, including, but not limited to:

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- Pre-Semester SCAA Learning Community Meeting/Orientation (all student employees)
- Tutor Orientation (new tutors)
- Bi-weekly training sessions (all tutors)
- Mid-Semester SCAA Learning Community Meeting (all student employees)
- Regular check-ins with SCAA Coordinator (all tutors)

### **Compensation and Benefits:**

- Tutors are compensated at a rate of \$17.86 / hour (starting)
- Tutors are paid for all trainings and activities outlined in the “Subject Tutor Responsibilities” section
- Tutors who complete all their SCAA training requirements receive a credential from the SCAA’s [College Reading & Learning Association \(CRLA\) International Tutor Training Program Certification](#)
- Tutors are a part of the SCAA Learning Community, a group of passionate staff and peer educators, which typically includes several SCAA social activities
- Tutors develop transferable professional skills, including communication, time management, organization, and problem-solving

### **Application Procedures:**

Please visit the SCAA’s [“Work With Us” webpage](#) for more information and the link to the online application. Applications are accepted on a rolling basis; position open until filled.

*Please note: Applicants are only contacted if selected for an interview. Selected candidates receive conditional employment offers and submit to background checks as part of recruitment.*

Once you apply online, you will receive a confirmation email with next steps, which includes the link to the faculty recommendation form and where to send a copy of your unofficial academic transcript(s) (both required to complete your applicant file).

Please direct any questions about this opportunity to Brandon Everett, Tutoring Coordinator: [brandon.everett@csueastbay.edu](mailto:brandon.everett@csueastbay.edu).

*As an Equal Opportunity Employer, Cal State East Bay does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran’s status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.*