

SCAA x SPEECH LAB 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 Speech Lab at The SCAA is an important initiative of the Department of Communication. Speech Lab Tutors provide support and assistance to the campus community for presentations, public speaking, and other communication-related assignments. Tutors offer a wide range of services such as: *topic selection, research direction, organization of information, speech notes or outline checklists and critiques, overcoming communication apprehension and "speech nerves", presentation and speech practice feedback, recording assistance, advice on use of presentation aids...and more!*

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.

Speech Lab 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/skills within one or more academic discipline
- Participate in all scheduled professional development training sessions

Ideal Speech Lab Tutor Candidates Will Be Able to Support:

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

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

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- 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:
 - 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.

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.