

STEM LAB Course Learning Assistant, Spring 2024 Semester

Under the supervision of the STEM LAB Coordinator, the Learning Assistant (LA) supports students in a math, statistics, or science course. The goal of the STEM LAB LA Program is to bring peer support to students inside the classroom, and provide a connection between students and instructors. LAs also hold drop-in hours in the STEM LAB: a community learning space where students study and receive tutoring services. LAs should exhibit effective communication skills, patience, the ability to explain complex concepts to people with a variety of learning styles, confidence in initiating conversations, and the ability to connect and engage with students. This position is a hybrid between a mentor and a tutor, as LAs provide both peer and academic support to students. LAs should be interested in becoming part of a connected community that is passionate about promoting student success.

Duties include, but are not limited to:

- Attend and assist the instructor with the assigned MATH, STAT, or SCIENCE course each class session
- Attend and assist the TA with assigned activities, co-requisite support, or lab course each class session
- Plan and facilitate in-class activities and icebreakers
- Upload notes and resources each week from the assigned course
- Hold weekly drop-in “office hours” in the STEM LAB
- Outreach to students including through email, Canvas posts, Discord, Slack, and in-class announcements
- Connect with students, get to know them, and encourage them to view tutoring as a way to get ahead rather than a resource to utilize only when they’re behind
- Plan and facilitate exam review sessions
- Check-in weekly with assigned LA Leader
- Participate in orientation, meetings, professional development, and pedagogy workshops as directed
- Other duties as assigned

Minimum Qualifications:

- Enrolled as a CSUEB undergraduate student for the application term (graduate students are not eligible)
- Earned a grade of B or higher in the course(s) to which applying
- Good interpersonal communication skills
- Ability to engage students, initiate conversations, and build personal connections
- Energetic, friendly, and excited about working with students
- Passion for equity, diversity, and inclusivity in education
- Ability to interact effectively with diverse populations in individual and group settings
- A developing knowledge of tutoring approaches and an awareness of appropriate resource materials
- Ability to problem solve both collaboratively and independently
- Good organizational and time management skills
- Commitment to helping students and personal development

This is a one-semester appointment for Spring 2024 only. Course LAs will work a maximum of 10 hours per week, and begin at a rate of \$16.20 per hour. The STEM LAB is an at-will employer. Federal Work Study (FWS) is preferred but not required.

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. If you have any further questions regarding this position, please contact: stemlab@csueastbay.edu.