



## Student Assistant Job Description

Department: CETL	Supervisor: Elaine Kociolek
Job Title: Literacy or Math Assistant	Working Hours: 6 hours/ week between 8 a.m. and 3 p.m. (flexible)
Pay Level: III	Hourly Pay Rate: \$9.00/ hour

### Job Summary (purpose or nature of work):

Project Leader: Tutor two weekday afternoons a week at a local public school or with a nonprofit organization with a focus on literacy or mathematics skill development.

### Job Duties:

1. Tutor two days a week at a local public school with a focus on literacy or mathematics skill development.
2. Log hours with the Center for Engagement, Teaching, and Learning.
3. Encourage Cal Maritime student involvement at school site through volunteer tutoring, mentoring, and one-time events.

### Required (or Preferred) Skills, Knowledge, and Abilities:

1. Experience tutoring or working with kids preferred, but not required
2. Full-year commitment preferred
3. Valid Driver's License and reliable transportation required

### Type of Supervision Required:

- Direct Supervision - Student receives immediate, close and regular supervision
- General Supervision -- Student receives some delegation of responsibility and independence

*Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_