Academic Student Employees-Unit 11
INSTRUCTIONAL STUDENT ASSISTANT – JOB BULLETIN

Job Bulletin #: 103347

Department: Tutoring Services (13000)

Effective Date of Appointment: Ideally September 15th, but could extend this date out if there is low turnout (Subject to Budgetary Approval)

Working Title: Tutor

Classification: Instructional Student Assistant (ISA)-On-Campus (1150/1151 FWS)

Number of Openings: Multiple

Salary: Minimum: $17.00

Status/Hours Part-time/ Up to 10 hrs./wk.; schedule set by tutor

NOTE: Students with assignments in more than one student classification are restricted to working a maximum of 20 hours per week during the Academic Year and up to full-time during academic break periods. The 20 hour per week maximum includes hours worked in all positions.

General Description of Duties/Responsibilities:
1. Facilitate one-hour individual tutoring sessions at assigned location, covering content related to their stated subject, appointments based on student need
2. Facilitate one 2-3 hour drop-in tutoring session a week based on stated subject. Drop-ins sessions will include both helping tutees who arrive and completing tutoring projects as assigned.
3. Participate in tutoring orientation, trainings, and regularly scheduled staff meetings throughout semester
4. Assist with collecting programmatic data (e.g., session attendance and participant feedback)
5. Meet with supervisor at least once a year for in-depth check-in
6. Report any completed work hours through PeopleSoft (training provided)

NOTE: Under general supervision, Instructional Student Assistants in the classification perform supplemental instruction, evaluate, tutor, and/or provide supplemental instructional duties for the majority of work hours. Individual or group instruction requiring advanced knowledge of discipline or subject matter.

Qualifications:
• Effective public speaking, verbal and written communication, organization, and engagement skills.
• Successful completion of courses within stated subject with minimum B+ grade
• Strong content area knowledge in selected course(s) with minimum 3.0 cumulative GPA
• Positive faculty recommendation accompanying student employment application
• Current undergraduate enrollment at Cal Maritime as sophomore or higher
• Incumbents must possess the ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility

Preferred: Prior experience tutoring university-level undergraduate students (not necessary)

Application Deadline: Priority given to applications received by: September 1st, 2022
Open until filled.
Interested parties must submit the Cal Maritime Employment Application packet of information requested below. Apply on-line at Cal Maritime Instructional Student Assistant Listings

1. Cal Maritime on-line ISA Employment Application (required)
2. Letter of interest (including availability and preferred employment dates)
3. Resume
4. Names, addresses, and telephone numbers of at least three professional references

About the Department: Tutoring Services provides comprehensive peer learning support for all academic subjects offered at Cal Maritime, paid for by tuition. The most successful cadets develop subject area competency, self-confidence, self-efficacy, and practical skills by participating in interactive discussions with tutors knowledgeable in the following areas:

- Business Administration
- Economics
- Marine Transportation
- Physics
- Calculus
- Electrical Circuits/Electronics
- Mathematics
- Spanish
- Chemistry
- Engineering Technology
- Mechanical Engineering
- Statistics
- Chinese
- Global Studies & Maritime Affairs
- Oceanography
- Writing

Hiring Criteria:

- This position requires the recommendation of a faculty member to be hired. Faculty must complete online tutor recommendation form, including as much information about this applicant as they consider necessary. Coordinator of Student Academic Support will confirm receipt of this form.
- Students applying for Instructional Student Assistant positions must be admitted or registered as a CSU student. Under supervision, Instructional Student Assistants in this classification perform teaching, grading or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. The work may be performed on-campus or at an off-campus public agency or private non-profit organization under an agreement with a campus in the CSU system. Academic Student Employees may not concurrently hold a faculty or staff position.

SPECIAL REQUIREMENTS:

- The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK:

- Applicants must provide proof of US citizenship or authorization to work in the United States within three days from the date of hire.
- A background check investigation (including criminal records check) may be required prior to employment. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- Applicants must submit on hire official documentation (i.e. license, or certificates) as required.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and contact information for Title IX Coordinator.

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.

DISCLAIMER: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or changed.