

Chemistry Tutor at CARP
(at \$15.25/hr)

Chemistry Tutor Job Description

- Provide tutoring services for undergraduate students seeking assistance with undergraduate level chemistry and math courses.
- Facilitate tutorial sessions with individual students or small groups.
- Prepare and present academic support workshops or projects which may occur outside of the scheduled 14 hours.

Qualifications

Applicant must:

- Have and maintain a minimum all university GPA of 3.0 and a 3.0 in the major discipline.
- Preferably be an upper division or graduate SF State student.
- Have completed the following courses (or equivalent courses from other universities) and passed them with a grade of B or better:
 - College Algebra (Math 60/70)
 - Calculus I (Math 226)
 - General Chemistry I (CHEM 115)
 - Organic Chemistry I (CHEM 233)
 - All other chemistry and math courses listed on transcripts will also be taken into consideration.
- Be patient and willing to support students.
- Be able to empathically and interactively communicate with others.
- Be able to speak in front of a class of students.
- International students must refer to SF State's policies for hiring international students.

Application Instructions:

Please submit the following to the Math, Science, and Business Unit Coordinator (either in person at HSS 346 or via email to carp.msb@gmail.com and carp.msbt@gmail.com):

- A cover letter.
- A resume that clearly articulates skills relevant to the successful execution of the Chemistry Tutor position.
- Unofficial college transcripts from all institutions you have attended.
- The Student Work Availability Form (found on Jobs page of the CARP website).
 - During Summer Session, applicant must be available to work between 12 to 20 hours/week during CARP's regular tutoring hours (Monday – Thursday 10am – 3pm).
 - During Fall 2016 and Spring 2016, applicant must be available to work at least 12 hours/week during CARP's Regular Tutoring Hours (Monday-Thursday 4pm- 8pm, and Friday 11am – 2pm) and 2 hours/week outside of CARP's Regular Tutoring Hours.
 - Applicants must also have additional availability outside of their tutoring hours and class schedule in order to present academic support workshops and projects.
 - Preference is given to applicants who are able to work for more than one semesters.

Please submit all application materials in separate documents in either PDF or Word format.

If you have any questions or concerns, please contact both:

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