Business Tutor at CARP  
(starting at $15.25/hr)

Overview
The Campus Academic Resource Program (CARP) is a peer to peer tutoring and academic support service for undergraduate students at SF State. CARP’s Business Tutors provide support for students in business, accounting, economic, and finance courses. Preference is given to students who are Business majors but, candidates who demonstrate mastery of business concepts, regardless of major, may apply.

Preference will also be given to students who can work limited training hours at the end of the current semester to prepare before the next semester.

Job Duties

- Provide tutoring services for undergraduate students seeking assistance with undergraduate level business courses.

- Facilitate tutorial sessions with individual students or small groups. On occasion, facilitate regular sessions with the same student(s) throughout a semester.

- Prepare and present workshops which may occur outside of the tutor’s regularly scheduled hours. These workshops run from 60-90 minutes and cover topics related to business.

- Participate in CARP’s fellowship program, where the tutor is embedded in a course for the duration of the semester to provide supplemental support to students.

- Assist with publicizing CARP’s services to the SF State community, most notably through presenting in-class information sessions that inform students about CARP’s services, basic policies, and how they can receive tutoring.

- Develop handouts and other supplemental materials in collaboration with the Math, Science, and Business (MSB) Coordinators.

Qualifications
Applicant must:

- Be an SF State undergraduate student enrolled in at least 6 units or be an SF State graduate student enrolled in at least 4 units. Have and maintain a minimum overall SF State 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:
  - Business Calculus (DS 110 or Math 110)
  - Business Statistics I (DS 212)
Introduction to Financial Accounting (ACCT 100) and Introduction to Managerial Accounting (ACCT 101)
And/Or
Intro to Microeconomic Analysis (ECON 101) and Intro to Macroeconomic Analysis (ECON 102)
Operations Management (DS 412) (Preference)
Business Finance (FIN 350) (Preference)
All other business and math courses listed on transcripts will also be taken into consideration.

- Be patient and have a strong desire to support students and help students achieve their goals.
- Be motivated to learn new skills (e.g. tutoring approaches, public speaking techniques).

Application Instructions

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

- International students must refer to SF State’s policies for hiring international students.
- A cover letter.
- A resume that clearly articulates skills relevant to the successful execution of the Business Tutor position.
- Unofficial college transcripts from all institutions you have attended.
- A completed “Work Availability Form” (available on CARP’s website) that indicates the hours you are available to work during CARP’s hours of operation.
  - Availability Requirements:
    - Summer Session: Minimum 20 hours/week
      - Monday-Thursday: 10 AM - 3 PM
      - Friday: 10AM-2PM
    - Fall and Spring Semesters: Minimum 14 hours/week
      - Minimum 12 hours/week  Monday-Thursday: 4 PM – 8 PM,
        Friday 11 AM – 2 PM
      - Minimum 3 hours/week  Monday-Thursday: 9 AM – 4 PM,
        Friday: 9 AM – 11 AM

Please submit all application materials in separate documents in either PDF or Word format.
NOTE: due to CARP’s current staffing needs, preference will be given to students who can work limited training hours in the current semester to prepare for full tutoring availability in the following semester.

If you have any questions or concerns, please contact:

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