Chemistry 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 Chemistry Tutors provide support for students in chemistry courses ranging from CHEM 100 to CHEM 340. Successful candidates do not have to be Chemistry majors, but must demonstrate mastery of concepts found in chemistry courses at the undergraduate level.

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 chemistry 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 chemistry.
- 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 short information sessions in various courses.
- 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:
  - Pre-Calculus (Math 199)
  - Calculus I (Math 226)
- General Chemistry I and II (CHEM 115 and 215)
- Organic Chemistry I (CHEM 233) preferred
- All other science 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 (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 Chemistry 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 2 hours/week  Monday-Thursday: 9 AM – 4 PM, Friday: 9 AM – 11 AM

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

If you have any questions or concerns, please contact:

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Math Science and Business Unit Coordinator  
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