

**Business Tutor at CARP**  
**(at \$15.25/hr)**

**Business Tutor Job Description**

- Provide tutoring services for undergraduate students seeking assistance with undergraduate level business and math courses.
- Facilitate tutorial sessions with individual students or small groups.
- Prepare academic support workshops or projects that focus on concepts relating to business.
- Present academic support workshops, 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)
  - Business Calculus (DS 110 or Math 110)
  - Business Statistics I (DS 212)
  - Introduction to Financial Accounting (ACCT 100)
  - Introduction to Managerial Accounting (ACCT 101)
  - Business Finance (FIN 350) (Preference)
  - All other business 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](mailto:carp.msb@gmail.com)):

- 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.
- 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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Math Science and Business Unit  
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