Science Tutor at CARP  
(at $15.25/hr)

Science Tutor Job Description

• Provide tutoring services for undergraduate students seeking assistance with undergraduate level science and math courses.

• Facilitate tutorial sessions with individual students or small groups.

• Prepare and present 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:
  
  o College Algebra (MATH 60/70)
  o Calculus I (MATH 226)
  o Human Biology (BIOL 100)
  o Introductory Biology I & II (BIOL 230 & 240)
  o General Chemistry I (CHEM 115)
  o Organic Chemistry I (CHEM 233) OR General Organic Chemistry (CHEM 130)
  o All other science 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.msbtc@gmail.com):

- A cover letter.
- A resume that clearly articulates skills relevant to the successful execution of the Science 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 and Friday 10am – 2pm.)
  - 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.

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

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

Sally Lo  
Math Science and Business Unit Coordinator  
Campus Academic Resource Program  
1600 Holloway Ave. HSS 346  
San Francisco, CA 94132  
Phone: 415-405-0316  
Email: carp.msb@gmail.com

Stephen Nenni  
Math Science and Business Unit Training Coordinator  
Campus Academic Resource Program  
1600 Holloway Ave. HSS 346  
San Francisco, CA 94132  
Phone: 415-405-0316  
Email: carp.msbtc@gmail.com