

# SJSU Peer Tutor Job Announcement



## Peer Connections

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The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University's annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at [www.sjsu.edu/safetyreport](http://www.sjsu.edu/safetyreport).

### SJSU Peer Tutor Job Description

Peer Tutors provide SJSU students with small group and individual tutorial assistance for existing course curriculum. In addition, Peer Tutors further develop students' self-esteem, learning and study strategies, and critical thinking skills. Peer Tutors are responsible for using "best practices" learned during the nationally certified training they receive. Peer Tutors work with students to identify their areas of strength and to be accountable and responsible for their educational choices and actions.

### Qualifications:

For consideration, candidates must possess the following qualifications:

- Minimum grade point average of 2.75 or a 3.0 for 2 consecutive semesters prior to the hiring semester.
- Must be enrolled in at least 6 units as an undergraduate or at least 4 units as a graduate student.
- Strong organizational, interpersonal, and communication skills.
- Demonstrated above-average creative problem-solving, critical thinking, patience, & decision-making skills.
- Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
- Friendly, respectful, and professional demeanor with a positive attitude.
- Willingness to accept supervision and constructive feedback and to implement recommendations for improvement as directed.
- Must be making progress towards earning a degree.
- Must be available to attend in-person Peer Connections training on weekdays August 9-18 2023 from 9am-5pm. Note that all hiring paperwork must be completed prior to starting training (Deadline August 9th. *\*Training days and times may adjust and change within this timeframe.*

- Must attend weekly in-person training meetings on Fridays from 10-11:30am or 1:30-3pm for the first semester of employment, and in-person meetings on designated Thursdays from 4:30-5:45pm.

*(Any exceptions to the minimum eligibility qualifications can only be granted at the sole discretion of the university.)*

### ***Definition of Tutoring: Understanding, Learning, & Thinking (Course Content)***

Tutoring empowers individuals to become independent learners and critical thinkers. Tutors are academic coaches who provide a supportive environment for students to understand new or challenging material through the use of innovative learning and study strategies.

### ***A Peer Tutor is:***

An SJSU Peer Tutor is knowledgeable about the content of specific subjects and has been trained to assist other students to increase their academic skills and understanding of SJSU course material.

### ***Role of the Peer Connections Tutor***

1. Encourages and engages tutees to develop their self-confidence, self-efficacy, and learning strategies to become independent learners.
2. Supports tutees in identifying their areas of strengths and challenges.
3. Assists tutees to develop effective learning and study strategies that include critical thinking, problem-solving, and decision-making.
4. Provides tutees with supplemental assistance to existing course curriculum.
5. Encourages tutees to be accountable and responsible for their educational choices.

### ***Peer Tutor Responsibilities***

1. Provide small group and individual tutoring services in designated Peer Connections areas, based on the guidelines, policies, and procedures provided in training.
2. Use effective CRLA-certified tutoring methods, strategies, and “best practices” taught in Levels I and II training when working with tutees.
3. Arrive to and finish scheduled work sessions on time.
4. Follow the initial work schedule for the entire semester, unless otherwise approved by your supervisor.
5. Adhere to the written policies and procedures of Peer Connections, and be familiar with the Peer Connections staff and their respective responsibilities and services.
6. Complete all administrative tasks **correctly and on time**, such as Spartan Connect reports and assessments, No Show reports, and payroll records.
7. Work as a productive and collaborative member of the Peer Connections team.
8. Respond appropriately to constructive feedback and supervision from your supervisor.
9. Finish CRLA Levels I and II training prior to completing 3 semesters with Peer Connections, unless otherwise approved by your supervisor.
10. Complete 25 hours of direct student service each semester.

11. Attend all scheduled staff and training meetings (unless excused by your supervisor) and participate by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and initiating discussions on current topics or scenarios.
12. Be familiar with Peer Connections and University policies, procedures, and forms, which include (but are not limited to) the Code of Ethics, tutor requests, e-mail, use of name tags and name cards, Canvas and Spartan Connect procedures, and payroll submissions.
13. Educate the SJSU community about Peer Connections by making faculty contacts and/or class announcements and distributing brochures and bookmarks.
14. Discuss any concerns or suggestions regarding the program with your supervisor.
15. Complete other assigned duties in compliance with the United Auto Workers (UAW) 4123 (Unit 11) contract.

### *Employment Information*

- The Peer Tutor position is merit-based; students can apply for tutor positions regardless of work-study eligibility.
- Tutors are employed on a semester basis and contracts are subject to renewal each semester.
- We highly recommend that tutors not work more than 20 hours of employment responsibility per week.
- Tutors are paid for their scheduled work and for attending staff meetings and training sessions.
- The Tutor Coordinator determines the number of hours per week that tutors are scheduled to work based upon need, availability, and skill. Tutors work between 6 and 20 hours per week. (Exceptions to the minimum number of hours are granted only by the Tutor Coordinator.)
- Tutors must earn a minimum SJSU GPA of 3.0 each semester. Tutors are encouraged to speak with their supervisor as soon as they notice they are having a difficult time managing their class(es), work, or personal life, rather than wait until the end of the semester. The professional staff are here to assist and support tutors, just as tutors are here for students. Any tutors who do not maintain a semester 3.0 GPA are responsible for arranging a meeting with their supervisor as soon as they receive their grades to discuss their eligibility to continue with their employment.

Student staff members must meet a consistent GPA requirement to work at Peer Connections. Peer Tutors will not be re-hired if they have two semesters with an SJSU GPA below 3.0 (whether these semesters are consecutive or not) or if their SJSU cumulative GPA falls below a 3.0. If a Peer Tutor is hired under the condition that their SJSU cumulative GPA was under 3.0, but they had two consecutive semesters above 3.0, that tutor must maintain a SJSU semester GPA above 3.0 or they will not be re-hired. If a Peer Tutor is not re-hired because of their GPA, they can re-apply once their **semester and cumulative** SJSU GPA are above 3.0. Exceptions can only be made in consultation with the Tutor Coordinator and the Director.

### *Employment Privileges*

- Tutors receive priority registration after they have been employed at Peer Connections for one semester and continue to work in the program for a second semester. Priority registration allows

tutors to enroll in their classes before the general student population, so they can arrange their class schedules in order to attend **mandatory** staff and training meetings.

- While employed at Peer Connections, tutors are eligible to receive reduced parking fees through SJSU Parking Services.

### **Compensation:**

Peer Tutors receive a starting salary of \$17.00/hour.

### **Application Process**

Applications are available at: <http://peerconnections.sjsu.edu/>

Applications are due April 7th at 11:59pm.

Hiring for Peer Connections Peer Educators will take place throughout the following dates:

- March 6 - April 7, 2023: Applications available
- April 13th 1-6pm or April 14th 9am-1pm: Interview Process
- Late April - early May 2023: Decisions and paperwork

Please note that these timelines may change (earlier or later) depending on the applicant's completed application status, interview date, and program/course needs.

**For questions about the hiring process, please contact Greg Garcia:**

- Greg Garcia, Tutor Coordinator
- [Greg.Garcia@sjsu.edu](mailto:Greg.Garcia@sjsu.edu)