

**Project IMPACT**  
**Life Science Tutor Job Description**  
**Federally Funded by a TRIO SSS Grant from the US Board of Education**

**Job Description:**

- This position entails conducting one-on-one tutoring sessions with students with documented disabilities who are a part of Project IMPACT in the subject of Life Science (**introductory level Biology** courses and **CHEM 110, 111 & 112**. Ability to tutor in **CHEM 161 & 162** and **organic chemistry** is a plus).
- Tutors must treat all students with respect, patience, empathy and a professional attitude.
- Tutors must maintain **student confidentiality**. Tutors may not discuss their students with anyone besides Project IMPACT staff.
- Tutors may host **lab hours** on a set schedule if there are numerous requests for their subject. This is common for writing and math tutors. Students drop in when they need support. The tutor is expected to rotate between students, spending 20-30 minutes with each student. The tutor should give the student a task to work on while they move on to the next student, and provide lots of positive encouragement. The tutor should check back with each student periodically.
- For tutors work lab hours, they are expected to monitor both lab spaces- the dynamic lab and the quiet lab, introduce themselves to each student present during their shift, and see if the student needs help. The tutor should be checking in with each space *several times* each hour.
- Tutors in specific subjects will likely work **set appointments**, as opposed to lab hours. This involves conducting one-on-one 45 minute appointments with students.
- Tutors must enforce the rules of the lab space including a *whisper-only policy* and *no eating* policy in the quiet lab. Tutors are expected to ask students to relocate to the dynamic lab if they need more in depth tutoring support.
- Tutors may be asked to also devote some time to our “Finals Week Drop-in Tutoring Event,” though we understand if you have limited availability.
- The tutor aims to explain course concepts in simple language and present information in various formats (including pictures, videos, animations, or verbally explaining information.)
- Tutors also assist the student with their assignments from brainstorming to the revision phase.
- Tutors provide advice to students about study skills, organization, time management, and blackboard use as it pertains to coursework. Tutors are expected to do this for students in all classes, not just their specific field. Tutors should serve as a “model student.”
- Tutors should help students in other subjects, outside their specialization, if they are capable. However, tutors should be honest about their level of understanding and competency.
- Tutors are expected to incorporate assistive technology, color coding, manipulatives, models, and other learning tools available in the dynamic lab as much as possible. Tutors should *always* look for ways to have their sessions incorporate a multimodal approach to learning, and attempt to make studying fun. Tutors should show a passion for their subject and a passion for learning.
- Tutors are expected to fill out necessary paperwork and tracking documents at the end of their shift.
- Tutors are expected to document their sessions in our database, Blumen.
- Tutors may experience down time at certain parts of the quarter. The tutor should check in with a Project IMPACT staff member to see if they can assist with administrative support tasks including but not limited to: filing, data entry, sending emails, making phone calls, hanging flyers, updating social media websites, and straightening up the lab and supplies.
- Tutors may be asked to complete other duties as assigned.
- If tutors show exemplary performance, they may be invited to host supplemental instruction groups which set up a group tutoring environment. If the tutor accepts, the tutor will be asked to attend students’ classes, prepare activities for the group, and facilitate group learning sessions.
- All candidates are required to bring unofficial transcripts to interviews if selected
- Tutoring takes place in Project IMPACT, in LI 2550, Library Complex on California State University East Bay’s Hayward campus.
- Tutors will receive un-paid trainings in assistive technology and in working with students with disabilities. Tutors should attend all trainings and meetings when scheduled, as long as they do not conflict with classes.

- Tutors may have an opportunity to be promoted to a senior tutor. As a senior tutor, you have the opportunity to mentor new tutors, have increased hours, and may be asked to lead special projects. Tutor's participation in meetings and trainings, as well as their general job performance is considered when selecting candidates.
- Possibility to reappoint to position for subsequent academic years.

**Minimum Qualifications:**

- Junior-level standing or higher
- **MUST** have an outstanding academic record in the subject matter they wish to tutor in. Your experience in the subject **MUST** be reflected in your transcript.
- Strong content knowledge of their subject
- An enthusiasm for their subject and education
- Able to communicate complex concepts in understandable terms
- Have sensitivity to students with disabilities
- Applicants should be patient, friendly, positive and encouraging
- Strong communication skills
- Applicants must be reliable
- Applicants must have taken an appropriate amount of classes in the subject they wish to tutor
- Must be able to reliably enter time into timecard and session notes.
- Applicants will need to pass a background check.
- Must be able to tutor in **Biology** and basic **chemistry (110, 111, 112)**. Ability to tutor in **CHEM 161 & 162** and **organic chemistry** is highly desirable, but not required.

**Preferred Qualifications:**

- Prior experience working with disabled individuals is encouraged
- Prior experience tutoring
- Knowledge of Assistive Technology is a plus but not required
- The ability to tutor in other subjects as well is highly desirable

**Salary Level:**

14\$ an hour

**Schedule:**

Flexible. Number of hours depends on the subject and current need.

Current estimated # of hours per week: 3-10

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