

JOB BULLETIN: 08/24/2009

ORGANIZATION NAME: Lamar University-STARS

Job ID: 5517

Job Title: Tutor-German

Job Location: STARS Tutoring Center, 1st floor Library

Employment Date(s): 08/28/09 to

Work Schedule: Flexible, Monday-Saturday hours available

of Openings: 1

Salary: \$7.25-\$8.00/hour

Hours Per Week: 5-20

Position Type: Graduate Assistant, Internship, Part-time, Student Assistant, Volunteer, Work Study

JOB DESCRIPTION

*Provide individual and/or small group assistance in German, as well as support to enhance students' learning and study skills.

*Maintain accurate records of tutor sessions.

*Provide consistent performance by following established expectations.

*Provide presentations about Tutoring Center to classes and organizations across campus

*Perform office and administrative tasks.

*Other duties as assigned.

QUALIFICATIONS

Required

*Must have minimum 3.0 GPA

*Must demonstrate proficiency in specific subject area (A or B grade in course, above average aptitude test scores)

*Must provide 2 recommendations, including at least one from a faculty/H.S. teacher that can attest to subject proficiency

*Must successfully complete skill assessment in writing and specific subjects for which tutor is applying

*Strong inter-personal and communication skills

*Strong decision-making skills

Preferred

*Previous tutoring experience

*Computer proficiency, including popular software programs

*Customer service experience

REQUIREMENTS

Major(s):

Citizenship: No

Classification: Graduate Student, Junior, Senior, Sophomore

APPLICATION INSTRUCTIONS

Go to <http://dept.lamar.edu/stars> and click on tutoring link. Go to "Be A Tutor" link and follow instructions.

Two applications are necessary--Lamar University Student Application and STARS Supplemental Tutor Application.

Submit to the Tutoring Center on the 1st floor of the Library or to the STARS Department in Communication 109.

APPLICATION DEADLINE: 12/11/2009

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