

## JOB BULLETIN: 08/24/2009

**ORGANIZATION NAME:** Lamar University-STARS

**Job ID:** 5519      **Job Title:** Tutor-Music and/or Theater

**Job Location:** STARS Tutoring Center, 1st floor Library

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

**Work Schedule:** Flexible, Monday-Saturday hours available

**# of Openings:** 1-2

**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 specific subjects, 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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