**The LC Tutoring**

**Tutor Job Description**

Our Tutoring program offers drop-in tutoring and 1-on-1 appointments for CSULB students. During drop-in tutoring, tutors are not restricted to working with just one student, and these sessions may be facilitated in a small group setting.

Tutors are expected to assist students in a hybrid setting, offering assistance both in-person and online.

Tutoring responsibilities include the following:

* Assist tutee with breaking down and understanding concepts presented in their course, lecture, reading assignments, etc.
* Assist tutee with practicing skills that are necessary for a particular course
* Provide academic guidance by gauging tutee’s knowledge on course topics and focusing on developing learning skills based on tutee’s needs
* Provide academic guidance by assessing and developing tutee’s study strategies
* Assess and report tutee’s progress throughout tutoring sessions
* Refer tutee to appropriate campus resources based on individual needs, if necessary
* Participate in tutor training and professional development sessions throughout the semester
* Complete administrative tasks as assigned

**Minimum Qualifications**

* Minimum 3.0 GPA
* Must have completed the course(s) for which tutoring is being provided (or a higher-level course in that subject area) with a grade of B or higher
* Be able to effectively explain concepts in the course(s) for which tutoring is being provided
* Must be available to tutor at least 8-10 hours a week

**To Apply**

* Submit the Learning Center Application, a brief cover letter, unofficial transcripts, and 1 Letter of Recommendation Form from a professor (preferably, from one of the courses for which you would like to tutor)

\*Please note that all required application materials must be submitted to be considered for an interview. The Letter of Recommendation form may be emailed separately by the recommender.