Position Opening

POSITION: Tutor (Student Position)
STATUS: Part-time / Unbenefited / Non-exempt
COMPENSATION: $16.50 - $18.50 per hour
DEPARTMENT: Upward Bound
LOCATION: Remote and Upward Bound Office, SSC Suite #392
RECRUITMENT ID: 062
RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Program Advisor, the Upward Bound tutor will assist in the implementation of the academic services component for high school students participating in the CSU, Chico Upward Bound Projects. Upward Bound offers weekly online tutoring in all high school academic subjects: English, math, science, history, or a language other than English, using interactive online technology.

Tutor Responsibilities:
- Ability to tutor in at least one of the following subject areas: English, math, science, history, or language other than English. Math and science expertise is highly desired.
- Conduct online tutoring sessions, 1 hour per session. Weekend availability is highly desired.
- Attend mandatory in-person monthly staff meetings and trainings. Monthly staff meetings take place on the first Friday of the month: 2/2, 3/1, 4/5, & 5/3.
- Available to work 10 – 20 hours per week.
- Communicate in a timely manner with students and professional staff members.
- Highly motivated and can work independently.
- Knowledge and ability to motivate culturally diverse high school students.
- Create and submit a case note of each tutoring session through our secure online database.
- Evening and weekend work required during program events (year-round).
- Will perform other related duties as needed to meet objectives of the Upward Bound program.

EMPLOYMENT STANDARDS:
- Must have a minimum of 10 hours of availability each week.
- Must submit unofficial transcripts and weekly class schedule.
- Tutors must maintain good academic standing and be able to make independent decisions.
  - Undergraduates must be enrolled in and complete a minimum of 6 units;
  - Graduate students must be enrolled in and complete a minimum of 4 graduate level units.
- Applicants should be sensitive to the experience of students with disabilities and students from low-income, academically disadvantaged, and ethnically diverse backgrounds. Ongoing participation in training sessions is required for employment.
- All Upward Bound staff must pass a Livescan & National Sex Offender Database background
check as a pre-employment requirement.

- The person holding this position may be considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Compliance training completion (approx. 4 hours of work time) is required of this position within the first 30 days of work

COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

BENEFITS:
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by January 12th 2024. Documents submitted after this date may not be considered.

- Resume
- Cover Letter
- Chico State Enterprises Application
- Unofficial Transcript

BY DROP BOX: https://csuchico.app.box.com/f/c98f037a50744b1c93db7dd969beb6e8
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on
the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.