

Job Title:	MSBS Student Tutor, College of Biomedical Sciences and Health Professions
Job Description:	The MSBS Tutor assists fellow students with subjects they may be having challenges with. The position provides a flexible work schedule to accommodate the student employee's class schedule including non-class hours such as weekends and holidays. Hours are available during the full academic year, from Fall 2024- Spring 2025.
Reports to:	Director of Academic & Student Affairs, College of Biosciences and Health Professions, MSBS
Classification:	Staff, Part Time, Non-Exempt
Essential Duties:	<p>In the execution of job duties, staff must abide by all CHSU policies and procedures. This job description is not intended to be all inclusive and staff will also perform other reasonably related duties as assigned.</p> <ul style="list-style-type: none"> • Provide tutoring services in groups or one-on-one sessions • Provide assistance to the faculty (if there is a need) • Represent the College of Biomedical Science and Health Professions through courteous and professional behavior at all times • Utilize Paylocity to accurately log in tutoring hours each week • Other duties as assigned
Qualifications:	<p>Skills & Experience:</p> <ul style="list-style-type: none"> • Eligible for work-study • Maintain acceptable academic standing • Excellent verbal and written communication skills • Creative, personable, and dependable • Ability to work independently and as part of a team • Maintain a high level of professionalism and conduct • Available to work at least 10 hours per week during the academic semester
Compensation:	CHSU offers a competitive benefits and compensation package. Salary range for this position is \$16.50 an hour.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **MSBS Student Tutor** in the subject field of the email.