

**Job Title:**

**Part-Time Tutor**

**Reports to:**

**Academic Affairs Coordinator**

**Job Description:**

California Health Sciences University is seeking a part-time Tutor to provide tutoring services for individual students or groups.

**Duties &  
Responsibilities:**

- Tutor assigned CHSU students in one-on-one or group sessions, not to exceed four students per group.
- Turn in complete and accurate tutoring logs each week.
- Represent the College of Pharmacy through courteous, professional behavior.

**Qualifications/  
Education:**

- Must have a 3.0 or better GPA in College of Pharmacy coursework;
- Have a high level of patience and a sincere desire to share academic successes and abilities with underclasspersons;
- Have a professional attitude and an ongoing sense of responsibility, pride and enthusiasm for the tutoring program;
- Outstanding verbal and written English skills (bilingual a plus), and the ability to write in an accurate, brief, clear manner.
- Computer proficiency (Microsoft Outlook suite including Word, Excel, Outlook and PowerPoint)
- Exhibit initiative, sound judgment, and work well with deadlines and under pressure.
- Excellent interpersonal communication skills and the ability to work effectively in a team environment.
- Self-motivated, and able to work independently with minimal supervision.
- Problem-solving, research, and analytical skills.
- Ability to work with students one-on-one and in small groups
- Available to work at least 4 hours per week during the semester

**Compensation:**

**\$15 hourly wage, not eligible for benefits. An EEO Employer.**

**Application Instructions**

Submit resume and cover letter to Rosemary Sanchez at [rsanchez@chsu.org](mailto:rsanchez@chsu.org) by 7/25/2018. Please also include in your cover letter which course you would like to be considered for.