**NOTE: Please update/complete the highlighted sections**  
  
Department ID: XXXXX  
Job Code & Position Number: 1150/FL-xxxxxxxx; 1151/FL-xxxxxxxx  
Number of positions to hire: xx  
Type of recruitment: (open recruitment, internal)   
Department Coordinator and email address: xxxxx xxxxxx (@fullerton.edu)  
Department Chair or MPP and email address: xxxxx xxxxxx (@fullerton.edu)

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| **Department of xxxxxxxxxx Instructional Student Assistant Pool** | |
| **POSITION** | The Department of xxxxxxxxxxx at CSU Fullerton invites applications for its xxxxxxxxxxxx Pool  We welcome applications from current CSUF students to provide tutoring to student-athletes in the DEGREE program. Tutoring will be provided in math courses, including but not limited to: MATH110/MATH115 (College Algebra). Provide one-on-one and group tutoring to student-athletes in DEGREE.  This is a pool of DEGREE Program Math Tutors for the department to draw on as necessary.  APPOINTMENTS FROM THE POOL ARE TEMPORARY AND OFTEN MADE JUST PRIOR TO THE START OF THE ACADEMIC TERM. APPLICANTS MAY BE OFFERED EMPLOYMENT ON VERY SHORT NOTICE. |
| **REQUIRED QUALIFICATIONS** | * Currently enrolled student at CSUF in good academic standing (not on academic probation, continued probation, academic dismissal). * Must be proficient in math courses provided at CSUF (MATH 110/MATH 115). * Working knowledge of Microsoft Suite and willingness to learn course specific software to better assist students * Ability to learn and perform assigned work * Follow oral instructions; work cooperatively with faculty, staff, and other students; communicate effectively with all levels; and read and write English at a level appropriate to the position. * Must maintain knowledge of, and compliance with, relevant NCAA rules and report any concerns or violations noted. * Demonstrated ability to interact and work effectively with a culturally diverse population of students. |
| **PREFERRED QUALIFICATIONS** | * Prior tutoring experience preferred * Ability to tutor in relevant CSUF courses as needed. |
| **HOW TO APPLY** | A complete online application must be submitted in order to receive consideration. Please provide the following materials as it relates to your application requirements:   * Resume * FASFA Federal Work Study (FWS) Award Summary (if applicable)   Applications will be reviewed as needed.  Please direct all questions about the position to: xxxxxx at [xxxx@fullerton.edu](mailto:xxxx@fullerton.edu) or 657-278-xxxx. |
| **COMPENSATION** | All Instructional Student Assistant appointments are made under the terms of the Collective Bargaining Agreement between the CSU system and the United Auto Workers. Initial appointments are for one semester only.  Classification Range: $17.01 - $22.70 per hour Anticipated hiring range depending on qualification, not to exceed $17.02 |
| **MANDATED REPORTER PER CANRA** | The person holding this position is 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, revised July 21, 2017, as a condition of employment. |
| **CRIMINAL BACKGROUND CLEARANCE NOTICE**  (keep, if work involves access to sensitive information) | This offer is contingent upon the completion of a satisfactory background check and may be rescinded if the background check reveals disqualifying information and/or if information was knowingly withheld or falsified  Please note, that continued employment is contingent upon your successful completion of a background screening as required under CSU policy. Instructional Student Assistants are rehired at CSUF after a break in service of 12 or more months who have not had a CSUF background check within the past 12 months will be subject to a new background check; rehire is contingent upon the satisfactory completion of the new background check. |
| **OUT-OF-STATE EMPLOYMENT POLICY** | In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and requires hiring employees to perform CSU related work within the State of California. |
| **TITLE IX** | [Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fullerton.edu%2Ftitleix%2Fabout%2Fnotice.php&data=02%7C01%7Crgraboyes%40fullerton.edu%7C89faceea79eb4de3e8cf08d8485b63ea%7C82c0b871335f4b5c9ed0a4a23565a79b%7C0%7C0%7C637338904636319021&sdata=%2BC%2BrdeFO18NWUtJW24jgFi80IcFjnWRMTtFglSFueHE%3D&reserved=0) |