



**FEDERAL WORK STUDY
ON-CAMPUS EMPLOYMENT
2018-2019 AWARD YEAR**

1. Name of the position:
MESA Tutor
2. Supervisor and department name:
Michael Carney, MESA Coordinator (Mathematics Engineering Science Achievement)
3. Contact number:
(916) 691-7657
4. Location/room number:
MESA Center, SCI 104
5. Number of positions available:
3
6. Please describe the job duties:
Provide drop-in tutoring to students in the CRC MESA Center in one or more of the following subjects: <ul style="list-style-type: none">❖ MATH 420, 410, 402, 401, 400, 370, 335, 120, 110, 100.❖ BIOL 440, 431, 430, 420, 410, 400.❖ CHEM 421, 420, 401, 400, 309, 306, 305, 300.❖ CISP 440, 430, 401, 370, 360, 310, 300.❖ ENGR 420, 412, 400, 312.❖ PHYS 431, 421, 411, 380, 370, 360, 350.❖ STAT 300.
7. Any specific job requirements or skills preferred (e.g. computer, filing, GPA, coursework):
Minimal administrative responsibilities include: <ul style="list-style-type: none">❖ Check-in and out textbooks, calculators, and other supplies.❖ Assist students with printing, copying, and scanning.❖ Provide telephone assistance.❖ Refer students to MESA staff (coordinator, clerk, Instructional Assistants).
8. List days/hours needed, unless it's flexible:
<ul style="list-style-type: none">❖ Monday-Thursday 9:00 am – 8:00 pm.❖ Friday 9:00 am – 3:00 p.m.
Please submit the application to the MESA department via: Email to: Michael Carney, CRC MESA Coordinator, at CarneyM@crc.losrios.edu . In-person: Submit application materials to Michael Carney in the CRC MESA Center, room Science 104, during the following hours: Monday-Thursday 9:00am-4:30pm, Friday 9:00am-12:30 pm.