

# Summer Science Institute @SFSU

Job opening: Tutor/Mentor



**Job schedule:** During the summer: approximately 25 hours/week. Mentors are required to continue to meet with their mentees during the regular school year. Hours during the school year are flexible.

**Pay:** Salaried at

**Submit to:** [staff@summerscienceinstitute.org](mailto:staff@summerscienceinstitute.org)

**Application Deadline:**

## About the program

The mission of the Summer Science Institute is to provide a strong academic foundation and career guidance to disadvantaged students, enabling them to succeed in first year majors-level science courses, and to transition successfully into more advanced course work. The Summer Science Institute (SSI) is an eight-week non-residential program that solidifies essential scientific problem-solving skills, develops effective study habits, and provides personal support enabling students to excel independently in their future coursework. The final goal is to enable students to succeed in their education such that they can enter into the health care field and diversify the work-force.

Personal tutoring and mentorship from successful, dedicated pre-health students will be an important component of the SSI experience for three reasons: 1) SSI is academically rigorous, requiring that students reach beyond classroom resources to master their assignments, 2) successful health and science students are vitally important (and rare!) role models who can inspire SSI participants to overcome challenges in their academic and personal lives, and 3) mentors can actively coach students, partnering with them to make effective decisions in study practices, course selection, and professional school applications during the summer and beyond. For all of these reasons, we are looking to hire a small number of bright, organized, and most importantly, motivated, upper-division students to serve as tutors/mentors for the summer session and academic year.

## General Job Description

You will be asked to work independently with 3-5 students (depending on program need and your own comfort level) as a comprehensive academic tutor and mentor. The

Summer Science Institute lasts Summer Session R2, but the program's academic counseling resources—of which mentors are a critical part—will last for a minimum of one academic year after the student has completed the summer course.

There are two essential duties associated with the position: *academic tutoring*, and *personal mentoring*. And, as already discussed, the position will have two distinct time phases: the summer SSI session, and the academic year following SSI. In reality, you will be serving both of these roles simultaneously whenever you work with your students, both during the summer and afterward. However for simplicity, we have explained each of these duties separately on the following page.

### Tutoring

- Work closely with students one-on-one and in small groups solving quantitative and conceptual problems
- Explain basic concepts in chemistry, biology, physics, and mathematics clearly and succinctly
- Direct students to additional study resources as needed
- Provide clear, constructive feedback on assignments (papers, lab reports, etc.) in a timely manner, as requested by the student
- Assist "mentees" with final projects as appropriate (brainstorming, design assistance, feedback, etc.)
- Contribute to a social environment that reflects the program's spirit of scientific inquiry, academic excellence, dedication to community, and commitment to personal responsibility

### Mentoring

- Build a trustful and supportive relationship with the mentee allowing for open and non-judgmental dialog
- Provide outside information and opinions based on personal experience that will help the student make informed, realistic academic choices during the fall and spring semesters
- Direct students to relevant academic and career resources whenever appropriate
- Review and approve the course selection of each of your mentees for the spring and fall semesters after SSI

- Meet with each mentee individually on a regular basis during the summer and school year
- Contribute brief academic status updates on your students to the SSI teaching team three times each semester
- Maintain regular phone and/or email contact with your students beginning during the SSI program, and throughout the following semesters
- Act professionally at all times, following the SFSU code of conduct, and in accordance with the spirit of the program as mentioned above
- Responsibilities are subject to change as the program evolves

We are looking for highly motivated individuals who share in our vision of helping disadvantaged students to become successful in their coursework tomorrow, and excellent health care providers in the years to come. As this is a new and evolving program, we sincerely encourage you to contribute actively to refining the structure and responsibilities of the tutor/mentor role. While academics are at the heart of SSI, a sense of creativity and enthusiasm will make this experience truly positive for you and your students. We are looking for people who can share their passion in order to develop this program into something that will continue to serve disadvantaged students long into the future—we hope you will join us!

Please complete the form below and attach it in an email to [staff@summerscienceinstitute.org](mailto:staff@summerscienceinstitute.org) along with an unofficial copy of your transcript (preferably in PDF format). Any questions may also be directed to this address. More information about SSI, including a draft of the curriculum can be found at [www.SummerScienceInstitute.org](http://www.SummerScienceInstitute.org)

# Summer Science Institute @SFSU



At San Francisco State University

## Tutor Mentor Application

Name:  Age:

Address (Street):

City:  State:  Zip:

Email:

Contact Phone #:

Major:

Combined GPA (as of last semester):

Year in school: In my \_\_\_\_ year of \_\_\_\_ expected years of study at this location

Previous degrees attained, if any (give institution):

Relevant biology coursework:

Relevant chemistry/biochemistry/organic coursework:


Relevant physics coursework:

Relevant mathematics coursework:

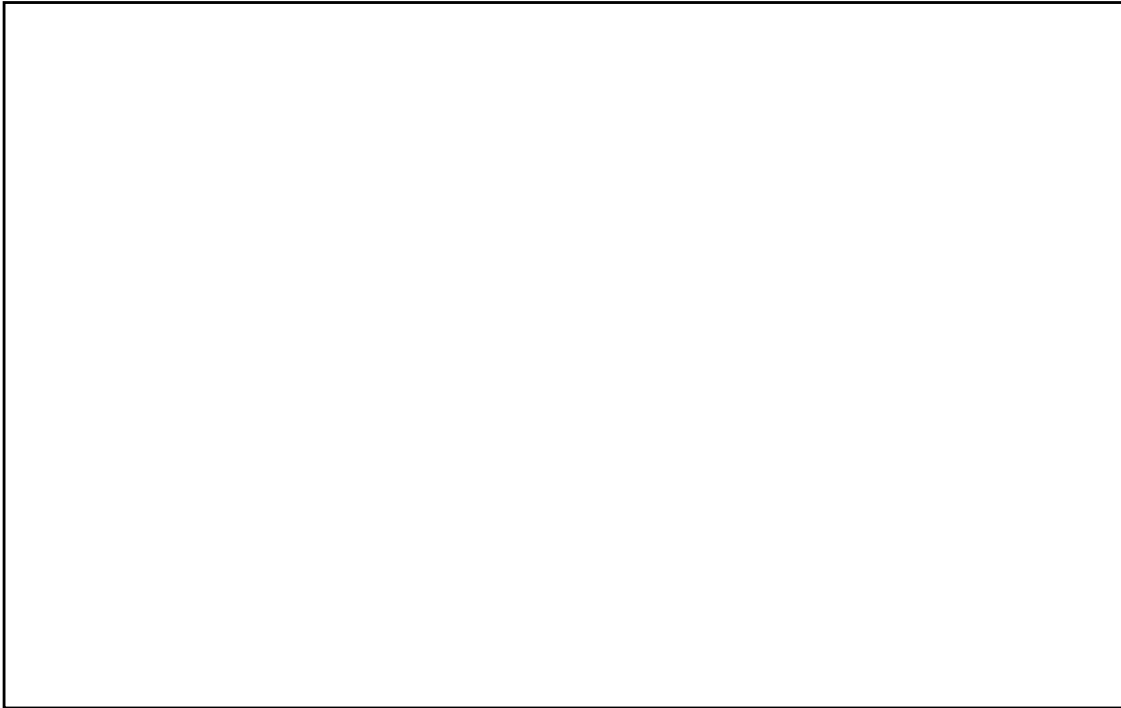
*1. We are looking for instructors who are enthusiastic to take ownership of their roles, and who will participate in the mission of SSI. Please briefly describe your interest, and how you expect to contribute to this program. (ideas, activities, etc.)*

*2. Please describe an instance in which you showed initiative in an organization or community.*

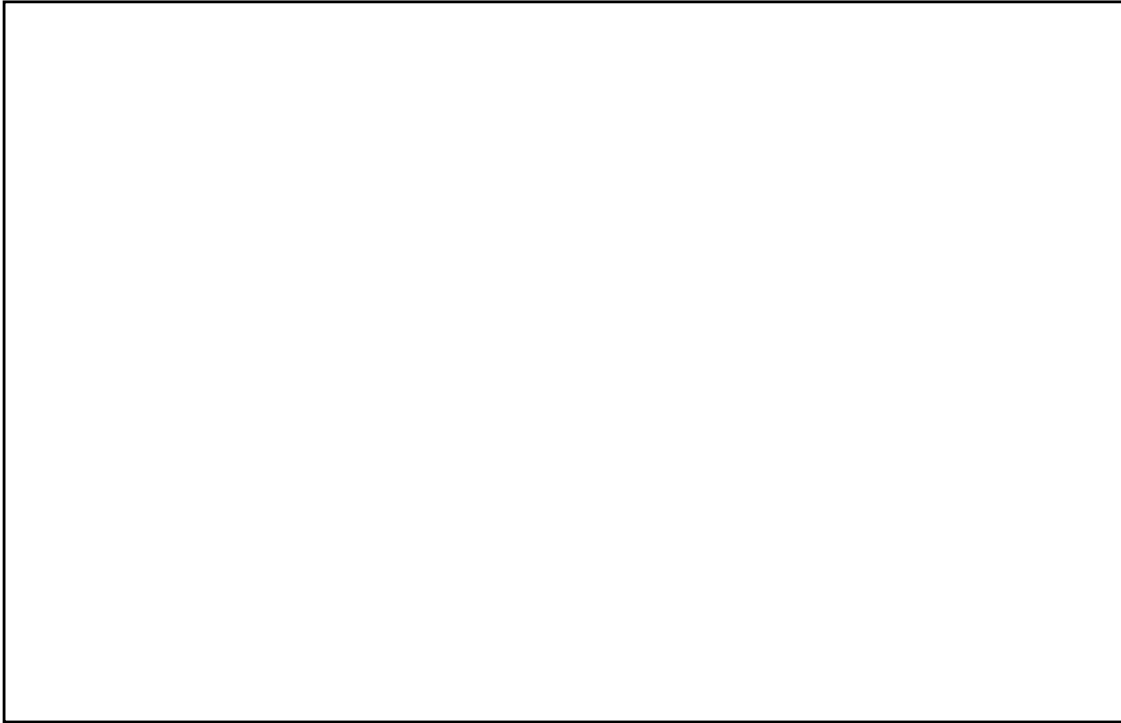
*3. Please tell us about any previous experiences in tutoring and mentoring and how these experiences will assist you in this position. Describe what you believe is needed to be a successful mentor and to build a mentoring relationship.*



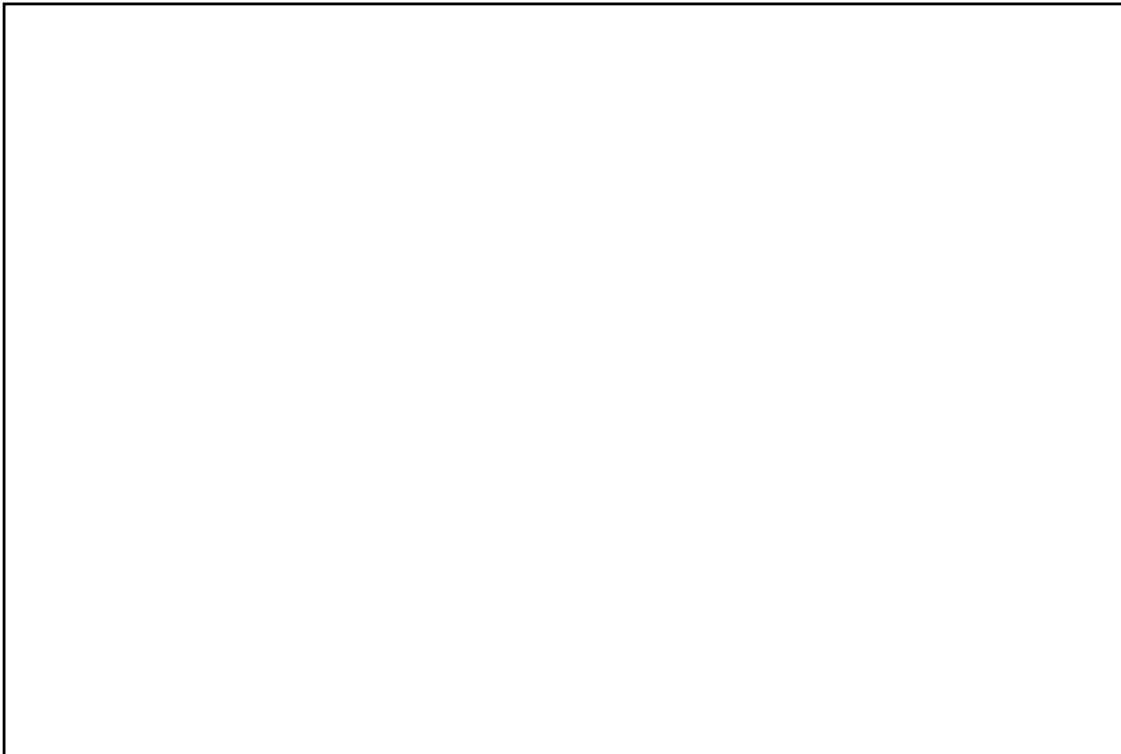
*4. Do you come from a background that you would consider "disadvantaged"? How do you think your background and life experiences (regardless of whether you consider your background is disadvantaged) will help you relate to underserved students?*



5. *What are your cultural or community-oriented interests? What target demographics do you hope to contribute most to?*



6. *Effective communication is imperative for mentoring and for working in an organization. a) Please describe your communication skills. b) Describe a difficult conversation you with someone in the profession world (not a family member). What made it difficult? How did you handle it? Was the issue resolved; if so, how and if not, why not?*



7. Briefly describe any health care training you possess, or your experience working or volunteering in health care settings.

Thank you for completing the Mentor application. Please attach this application along with your unofficial transcript in an email to [staff@summerscienceinstitute.org](mailto:staff@summerscienceinstitute.org). Applications will be reviewed and an interview will be offered to those we consider most qualified for the program. There will also be an internship during the Spring Semester for all mentors selected to join SSI. We will discuss this in more detail during the interview. If you have any questions, please contact us at [contact@summerscienceinstitute.org](mailto:contact@summerscienceinstitute.org).