



# Learning Assistance Center

50 Phelan Avenue • R207 • San Francisco, CA 94112 • 415.452.5502 • [www.ccsf.edu/lac](http://www.ccsf.edu/lac)

## LAC Job Description Listings

### General Subjects Tutor

- Division:** Learning Assistance Center: Tutor-General Subjects  
**Job Title:** Lab Aide, FWS and CalWorks  
**Wage/Salary:** \$9/hr  
**Days/Hours:** 5-15 hours per week  
**Location:** Ocean Campus  
**Openings:** 60  
**How to Apply:** Contact Rita Vayngortin, Tutor Manager, 452-5109  
**Start Date:** Beginning of Fall and Spring Semesters  
**When to Apply:** Prior to or during the beginning of a semester
- Qualifications:** Must have an A in the subject matter to be tutored, a faculty recommendation, excellent oral and written skills, and a desire to help others.
- Job Description:** Tutor students in their academic courses. Help students to study their subjects. Must complete LERN 10 Tutor Training.

### Math Tutor

- Division:** Learning Assistance Center: Tutor-Math  
**Job Title:** Lab Aide, FWS and CalWorks  
**Wage/Salary:** \$9.00/hr  
**Days/Hours:** 5-15 hours per week  
**Location:** Ocean Campus  
**Openings:** 15  
**How to Apply:** Contact Ricardo Ruiz, Jr., Math Tutor Manager, R207, 452-5516  
**Start Date:** Beginning of Fall and Spring Semesters  
**When to Apply:** Prior to or during the beginning of a semester
- Qualifications:** Algebra Tutors Applicants:  
1. Have completed at least Math 90 with a grade of 'A'.  
2. Have a minimum of English proficiency to be able to tutor others.  
3. Have a minimum overall GPA of 3.00  
4. Have a friendly personality and be able to work with people of various backgrounds.
- Calculus Tutors Applicants:  
1. Have completed at least any of the Math 110 Calculus series with an 'A' (Math 110A, Math 110B or Math 110C)  
2. Have a minimum of English proficiency to be able to tutor others.  
3. Have a minimum overall GPA of 3.00  
4. Have a friendly personality and be able to work with people of various backgrounds.
- Job Description:** Tutor math in the Math and Engineering Tutorial Area (MATA)  
1. Tutor math in the LAC in the Math Lab.  
2. Assist the Mathematics Tutors Manager with the students LAC protocol compliance. Must complete LERN 10 Tutor Training

## Composition Tutor

<b>Division:</b>	Learning Assistance Center: Tutor-Composition
<b>Job Title:</b>	Lab Aide, FWS and CalWorks
<b>Wage/Salary:</b>	\$9/hr
<b>Days/Hours:</b>	5-15 hours per week. Mon-Sat hours
<b>Location:</b>	Ocean Campus
<b>Openings:</b>	15
<b>How to Apply:</b>	Contact Cynthia Slates, R220, 452-7095, cslates@ccsf.edu
<b>Start Date:</b>	Beginning of Fall and Spring Semesters
<b>When to Apply:</b>	Prior to or during the beginning of a semester
<b>Qualifications:</b>	Must have an A or B in English 1A and a faculty recommendation, excellent oral and written skills, and a desire to help others. Must complete LERN 10 Tutor Training.
<b>Job Description</b>	Tutor students in English courses and other courses where compositions are assigned. Must commit to the full semester

## Tutorial Center Counter Staff

<b>Division:</b>	Learning Assistance Center: Tutorial Center Counter Staff
<b>Job Title:</b>	Lab Aide, FWS and CalWorks
<b>Wage/Salary:</b>	\$9/hr
<b>Days/Hours:</b>	5-15 hrs/wk. LAC hours: M-R 8-7; F 8-3; Sat 10-2
<b>Location:</b>	Ocean Campus
<b>Openings:</b>	10
<b>How to Apply:</b>	Contact Seagull Chan, LAC Office Manager, R207, 452-5503
<b>Start Date:</b>	Beginning of Fall and Spring Semesters
<b>When to Apply:</b>	Prior to or during the beginning of a semester
<b>Qualifications:</b>	Excellent English language Skills, a caring personality and a knowledge of CCSF.
<b>Job Description:</b>	LAC Tutorial Center Counter Staff.

## Computer Lab Assistant

<b>Division:</b>	Learning Assistance Center: Computer Lab Assistant
<b>Job Title:</b>	Lab Aide, FWS and CalWorks
<b>Wage/Salary:</b>	\$9.00/hr
<b>Days/Hours:</b>	10-15 hours per week
<b>Location:</b>	Ocean Campus, R207
<b>Openings:</b>	10
<b>How to Apply:</b>	Clifton Brandon, Computer Lab Manager, R207, 452-5574
<b>Start Date:</b>	Beginning of Fall and Spring Semesters
<b>When to Apply:</b>	Prior to the beginning of a semester
<b>Qualifications:</b>	LAC Computer Lab, Library R-207, is seeking student workers to staff our busy open-access computer lab. <ul style="list-style-type: none"><li>• Applying individuals must at least have GPA 3.0, be enrolled in six units, and pass LAC Computer Lab Test.</li><li>• We are looking for students who are friendly, enthusiastic, reliable, and have a willingness to learn.</li><li>• Must have experience with Windows PCs, including Internet, e-mail, and MS Office 2003 and 2007.</li><li>• Should express an excellent customer service attitude and strong listening and speaking skills.</li></ul>
<b>Job Description:</b>	Student workers will be helping students with computer related issues, perform basic computer troubleshooting, and working behind the computer check-in counter. They will keep lab and equipment clean, enforce LAC Lab rules and perform other related duties as assigned.