LAC Job Description Listings

General Subjects Tutor

Division: Learning Assistance Center: Tutor-General Subjects
Job Title: Lab Aide, FWS and CalWorks
Wage/Salary: $10.74/hr
Days/Hours: 5-15 hours per week
Location: Ocean Campus
Openings: 60
How to Apply: Contact Elaine Avrus, LAC Coordinator, 452-5105
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
Wage/Salary: $10.74/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: Ricardo Ruiz, Jr., Math/Physics Tutor Manager, R207, 452-5516

Algebra Tutors Applicants:
1. Have completed Math 90 (or Math 92) and below with an average grade of A.
2. Solid Math skills at the level you wish to tutor.
4. Have a minimum overall GPA of 3.00
5. Enough English proficiency to tutor others.
6. Be personable and able to work with people of diverse backgrounds and gender identifications.
7. A two-semester minimum commitment.

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. Solid Math skills at your level.
4. Have a minimum overall GPA of 3.00.
5. Have a minimum of English proficiency to be able to tutor others.
6. Have a friendly personality and be able to work with people of various backgrounds.
backgrounds and gender identifications.
7. Two semester minimum commitment.

**Job Description:** Tutor math in the Math and Engineering Tutorial Area (META)
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

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**Tutorial Center Counter Staff**

**Division:** Learning Assistance Center: Tutorial Center Counter Staff

**Job Title:** L Lab Aide, FWS and CalWorks

**Wage/Salary:** $10.74/hr

**Days/Hours:** 5-15 hours/week

**Location:** Ocean Campus

**Openings:** 10

**How to Apply:** Contact Cat Grace-Crisologo, LAC Tutorial Counter Manager, R207, 452-5533

**Start Date:** Beginning of Fall and Spring Semesters

**When to Apply:** Prior to or during the beginning of a semester

**Qualifications:** Excellent customer service skills for a busy, multi-cultural environment. Strong listening and Speaking skills Ability to multi-task Work well with others Proficiency in using MSWord Familiarity with CCSF programs and services

**Job Description:** LAC Tutorial Counter Staff provides clerical and customer service duties to support the ongoing operation in the LAC. They enforce LAC policies and perform tasks as assigned.

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**Computer Lab Assistant**

**Division:** Learning Assistance Center: Computer Lab Assistant

**Job Title:** Lab Aide, FWS and CalWorks

**Wage/Salary:** $10.74/hr

**Days/Hours:** 10-15 hours/week

**Location:** Ocean Campus, R207

**Openings:** 10

**How to Apply:** Apply at the LAC Computer Lab Service Counter, R207.

**Start Date:** Beginning of Fall and Spring Semesters

**When to Apply:** Prior to or during the beginning of a semester

**Qualifications:** The LAC Computer Lab, R-207, is seeking student workers to staff our busy computer lab service area. Qualifications:
- GPA of 3.0, be enrolled in six units, and pass the LAC Computer Lab Test
- Friendly, enthusiastic, reliable, and have a willingness to learn
- Experience with Windows PCs, including Internet, email, and MS Office
- Excellent customer service attitude and strong listening and speaking skills

**Job Description:** Student workers assist students with computer related issues, perform basic computer troubleshooting, and work behind the computer check-in counter. They keep lab and equipment clean, enforce LAC Lab rules, and perform other related duties as assigned.
Mission Campus LAC Tutor

**Division:** Learning Assistance Center: Mission Campus  
**Job Title:** Lab Aide, FWS and CalWorks  
**Wage/Salary:** $10.74/hr  
**Days/Hours:** 5-15 hours per week  
**Location:** Mission Campus  
**Openings:** 5  
**How to Apply:** Contact Elizabeth Noyola, Tutor Manager, MIS 401, 920-6144, 920-6102  
**Start Date:** Beginning of Fall and Spring Semesters  
**When to Apply:** Prior to or during the beginning of a semester  
**Qualifications:**  
- A CCSF student with 6 credit units or 12 noncredit hours per week.  
- Excellent oral and written English language skills.  
- Some ability to speak Spanish  
- Bilingual and bicultural strongly encouraged to apply  
**Job Description:**  
The Learning Assistance Center at the Mission Campus is recruiting Student Workers to tutor students in a variety of subjects – mostly English and math. We are looking for students to fill these two distinct positions:  
1. Tutor students on a one-to-one basis in courses taught at the Mission Campus.  
2. Work with students who are using computers for course assignments in English, ESL, and math.  
3. Must complete LERN 10 Tutor Training.