

TRIO Student Support Services Mentor/Coach/Tutor (MCT)

The **TRIO – Student Support Services Mentor/Coach/Tutor (MCT)** will work with first time freshmen and transfer students with disabilities as they transition into SDSU.

Job Responsibilities

The MCT will interact with freshmen and transfer students with disabilities through phone calls, emails, zoom, text, and in person sessions. The MCT will work with a cohort of about 15 students to ensure they understand their academic accommodations and TRIO services, guide them to appropriate campus resources, give tips for adjusting to a new environment, assist with time management, recommend study strategies, and provide tutoring in their field of study. MCTs will give one to two workshops each semester on various study strategies to TRIO participants. MCTs will assist in creating flyers and tip sheets for our Instagram page.

Minimum Qualifications

The MCT needs to be a student who has attended one or more semesters at SDSU. Undergraduate students need a 3.0 cumulative GPA or higher, and graduate students need a 3.3 cumulative GPA or higher.

Preferred Qualifications/Experience

- Experience working with individuals with disabilities.
- Strong organizational skills and ability to work independently.
- Experience in tutoring.
- Familiar with Canvas, WebPortal, and the SDSU webpage.
- Knowledge of time management, study strategies, and campus resources.
- Creative problem solver who is flexible and can adapt to different learning styles.
- Experience working with social media.
- Comfortable in talking to students over the telephone, on Zoom, or in person.

Availability

This position will start in mid-August. The position is intended to last through spring semester with no anticipated hours during winter break. The MCT will work approximately 10 hours per week.

Application instructions

Submit a resume with a cover letter to Teresa Spoulos at tspoulos@sdsu.edu that expresses your interest and qualifications for this position. Position is open until filled. We will start reviewing resumes on June 14th.

Wages

This position pays minimum wage.