



Now Hiring!

CSUN BLACK HOUSE TECHNOLOGY TUTOR

Compensation: \$14 hour (6-10 hrs. per week)
Start date: October 23, 2017
Application deadline: October 11, 2017

Job Responsibilities

- Work with individual students one-on-one to help students improve their technology skills (May include Videography, Photography, Photo Editing, Graphic Design, Social Media manipulation, Website Creation, Microsoft Office for both PC & MAC, Zoom & Skype, Portfolium & LinkedIn)
- Develop tutoring lessons to help improve tutees' technological, design thinking and problem-solving skills
- Records and tracks tutees' progress
- Communicates effectively with tutees, fellow tutors, and Black House coordinators
- Compiles and implements Black House policies and procedures
- Monitors Technology tutoring sign-in sheets
- Assist with advertising the Black House tutoring services program
- Serve as role model to tutees

Qualifications

- Currently enrolled at CSUN as a Graduate student or undergraduate junior/senior
- Declared major in a Technology related field (i.e., Film Production, Media Management, Computer Science, Information Technology, Multimedia, Arts, and Engineering)
- Have an A or B+ grade in technology classes
- Excellent communication skills
- Approachable and patient
- Past tutoring experience required
- Proficient in a variety of digital media, software apps and social media
- Must submit at least one instructor recommendation letter

SEND RESUME AND COVER LETTER BOTH TO:
theresa.white@csun.edu AND theblackhouse.info@gmail.com