Tutor Position Description

Description

Tutors are undergraduate students who provide peer academic support by facilitating small group tutoring sessions. Tutors provide support and practice with course content, while building community with each tutoring group and help tutees develop their skills to better understand concepts and applications of course content.

This position will require tutors to dedicate a <u>minimum of 5 hours per week</u> for the semester, with some weeks requiring more hours for training and professional development.

Small Group Tutoring Format:

- Each tutoring group meets at **a consistent day and time each week for 90 minutes** throughout the semester.
- Tutors are able to choose their schedule availability for meetings with tutoring groups.
- Tutors will be hired to **tutor for one or two courses each semester**, depending on the tutor's interest and eligibility to tutor a course, as well as the anticipated needs for each course.

Qualifications

- Enrollment as an Iowa State University undergraduate student
- Completion of at least one semester at Iowa State University.
- Minimum ISU cumulative GPA: 3.00
- Minimum semester GPA for the most recent academic semester completed: 3.00
- Grade of B+ or higher in course(s) you desire to tutor
  *Please note: we do not provide tutors with any training in specific content areas (ex: math), which is why this knowledge of course content is expected prior to application. Pass/Not Pass (P/NP) course grades will not be considered as qualification to tutor for a course.
- Empathy for and understanding of a diverse group of students
- Self-motivation and direction to work independently with limited supervision
- Strong written and oral communication skills

Responsibilities

- Facilitate one **90-minute tutoring session per week** for each tutoring group assigned, using collaborative and active learning strategies
- Schedule times and locations for each tutoring group to meet weekly, maintaining clear and consistent communication
- Develop and facilitate relationship-building among tutees in each group
- Creatively plan for tutoring sessions including interactive activities, worksheets, while anticipating and responding to learning needs of tutees
- Complete administrative responsibilities including submitting session plans, attendance, scheduling sessions, and keeping information on tutoring website up to date
- Maintain timely email communication with tutees, your tutor mentor, and Course Support Staff
- Assist students in becoming familiar with study skills and university resources
- Serve as a role model for good student behavior and act in a professional manner
- Complete online Canvas orientation if you are a new tutor
- Attend and participate in in-person orientation

- Attend and participate in all staff development activities and continuous leadership development including:
    - Three 30-minute follow-up meetings with you tutor mentor
    - Three 60-minute monthly staff meetings
    - One peer observation
    - One faculty meeting

Required Staff Training and Development

Tutors must be able to attend the following commitments during spring 2024:

- *Asynchronous Orientation*
    - New tutors will complete around 3 hours of asynchronous online training using Canvas by Saturday, January 13th

- *New Tutor Orientation*
    - Sunday, January 14th 3:00pm-6:00pm

- *All Tutor Orientation*
    - Sunday, January 14th 5:00pm-6:00pm

- *Monthly Mentor-Led Staff Meetings*
    - Your mentor will schedule a day/time during the following weeks: Feb. 4-9, March 3-8, and April 7-12

Compensation

Tutors will earn **$15.00 per hour** for time spend facilitating sessions, preparing for sessions. Tutors are also paid for all orientation, professional development and meetings attended throughout the semester.