

IOWA STATE UNIVERSITY

Academic Success Center



Job Title

Tutor

Employer

Tutoring Services, Academic Success Center

Position Description

Tutoring Services seeks tutors who are motivated to help their peers be successful by learning how to learn. Tutors provide peer academic support to students in a variety of undergraduate courses and help shape students' experience at Iowa State University. Tutors will assist in student learning and retention through facilitation of small group tutoring sessions that help students better understand concepts and applications of course content.

- All tutors earn \$15 an hour. Each tutoring group meets at a consistent day and time twice a week for 50 minutes during the academic year and three times per week during the summer. All tutoring takes place on campus. **We require new tutors work at least 4 hours per week and returning tutors 6 hours per week while having availability on at least 4 days per week.**
- Students may tutor up to 20 hours a week; however, we cannot guarantee the number of hours/groups you will be assigned due to the nature of the program. The number of hours you will receive is contingent upon your available hours, the courses you can tutor, and the number of students requesting a tutor for those courses.
- The application period for tutors starts before the semester begins and tutors are expected to work until the week before finals week once they are hired. The hiring process should take no longer than two weeks.

Qualifications

- Be enrolled as an undergraduate Iowa State University student
- Complete at least one (1) semester at Iowa State University
- Have an ISU cumulative GPA of 2.50/4.00 (2.75 or higher preferred)
- Earn a grade of B or higher in course(s) you want to tutor and have taken the course(s) at ISU
**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.*

Responsibilities and Expectations

- Engage in intentional interactions among groups and/or individuals of differing backgrounds directed at achieving a shared goal. Able to work productively within a team structure and identify and manage group dynamics.
- Articulate thoughts and concepts clearly and effectively in written and oral forms, in a manner conducive to fostering professional relationships. Including the demonstration of proficient speaking and listening skills, to clearly express oneself and receive ideas of others.
- Exercise sound reasoning to analyze issues, make decisions, and overcome problems. Obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
- Understand personal identities, and value, respect and learn from divergent viewpoints. Demonstrate openness, inclusiveness, and the ability to interact respectfully with all people and appreciate individuals' differences.

- Identify the strengths of self and others to achieve common goals and use interpersonal skills to coach and develop others. Manage emotions and acknowledge those of others to inspire, guide, and empower; and organize, align, and prioritize team tasks for positive change.
- Acquire knowledge, skills, and experiences and applies academic and job-based learning in novel and innovative ways. Application can happen through simple connections among ideas and experiences, to synthesizing and transferring learning in various contexts and environments.
- Demonstrate personal accountability and effective work habits (e.g., punctuality, working productively with others, and time management) and understand the impact of non-verbal communication on professional work image. Demonstrate integrity and ethical behavior, act responsibly, and be able to learn from mistakes.
- Integrate and utilize technology ethically and efficiently and discern when technology is appropriate to the task at hand. Adapt to new and emerging technologies to complete tasks and accomplish goals based on organizational purpose.

Where to Submit Application

www.tutoring.iastate.edu

Required Hiring Steps

1. **Complete an application for the semester you wish to tutor.** *In the summer, applications are limited to recently hired, returning tutors.*
2. **You will be contacted for an interview after we review your application.** We consider your application responses, courses, and schedule. Interviews take place in groups. *If you require accommodations for your interview, please let us know when you schedule your interview.*
3. **Read the Tutoring Services handbook found under Training tab on your tutor profile.**
4. **Complete an online quiz** over the handbook under the same Training tab. *Required every semester of employment.*
5. **Complete required Human Resource (HR) forms, including bringing two forms of IDs to the HR office for new employees.**
6. **Log in and complete all WorkDay onboarding requirements found in your inbox or onboarding tab.**
7. **Participate in new tutor orientation.**

This process should take no longer than 2 weeks. Tutoring Services reserves the right to limit hours and/or requests for courses submitted by tutors at any point in the semester.

Tutors wanting to work more than one semester will need to complete a new application each semester with an updated schedule, hours request, and course list. Tutoring Services staff will review your previous experience and new application and will contact you with our hiring decision, along with any other required items.

Contact Information

Email: tutorsrv@iastate.edu