GENERAL INFORMATION:

Position: Auburn University, Office of Academic Support, Study Partners Peer Tutor

About the Academic Support program: Study Partners is a free individual and small group in-person and online tutoring service offering support for a variety of undergraduate core courses.

Type: Part-Time, On-Campus, Paid, Undergraduate Student Employees must be enrolled in an undergraduate program at Auburn University

Hours: Pay: $8.50/hour; employees begin by working 5-8 hours/week, additional hours/week available for those reaching 80%+ tutoring fill rate.

Dates of Employment: Fall and Spring semesters; Summer TBA

Supervisor: Tamara Miller Bowden, M.Ed., Coordinator of Study Partners

RESPONSIBILITIES:

Primary:
- Knowledge and competence in subject(s) tutored.
- Support student learning in informal environment through individual and small group in-person and online facilitation.
- Cultivate communicative relationships with students/clients as well as members of the Study Partners tutoring team and members of the Academic Support student and professional staff.
- Ability to build confidence in students/clients and introduce students/clients to study skills designed to be applied inside as well as outside the tutoring session.
- Use of/familiarity with a variety of technological platforms (i.e. Zoom, SharePoint, Box, etc.)
- Maintain accurate records by marking no-shows and/or completing tutor reports in Advise Assist designed to document student/client participation and attendance in Study Partners tutoring.
- Participate in professional development learning opportunities/training designed to improve tutoring skillset, increase technology expertise and ability to connect with students/clients.

Secondary:
- Demonstrate excellent customer service.
- Assist with marketing as needed, including connecting with faculty and teaching staff to encourage Study Partners usage and student referrals.
- Represent and serve as a member of the Academic Support student employment team.
- Serve as a resource referral agent connecting students/clients to other campus services designed to benefit the Auburn Experience.
- Support all CRLA International Tutor Training Certification Level I requirements.
- Other duties as assigned.

QUALITIES/SKILLS:

Required: maintain a minimum GPA of 3.0 (on a 4.0 scale), earned a minimum grade of a high B in selected course(s) to be tutored; submitted a completed employee application and 2 letters of recommendation; participated in an employee interview, a mock tutoring session (upon request).

Desired: knowledge and competency in course(s) tutored; ability to work both independently and collaboratively, manage multiple tasks, and take initiative; willingness to embrace online as well as in-person tutoring opportunities; attended Study Partners tutoring offerings.

LEARNING OUTCOMES:

Student employees of Academic Support will:
- understand and apply strategies and tools to promote self-directed learning that contribute to a positive educational experience at AU.
- develop and demonstrate affective Intelligence that includes verbal and non-verbal communication, listening and responsiveness, self-regulation, diversity and inclusion, resource referral skills, and collaboration.