STUDENT EMPLOYEE POSITION

GENERAL INFORMATION:

Position: Academic Support, Student Employee – 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.

Hourly 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: Coordinator, Study Partners.

POSITION 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 excellence customer service.
- Assist with marketing as needing, 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 tutoring; 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 contributes to a positive graduate education experience at AU.
- Develop and demonstrate affective intelligence that includes verbal and non-verbal communication, listening and responsiveness, self-regulation, diversity and inclusion, and collaboration.