

STUDENT EMPLOYEE POSITION

Academic Support | academicsupport.auburn.edu | 334.844.5972 | academic_support@auburn.edu | @AUAcadSupport

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

