

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 peer tutoring service offering support for a variety of undergraduate core courses through in-person and online sessions.

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

Hourly Pay: \$10/hour; Employees begin by working 5-9 hours/week, additional hours/week may be considered for Peer Tutors reaching high appointment fill rates; Auburn University student employees cannot exceed 20 hours/week in total for their combined on-campus student employment jobs

Dates of Employment: Fall and Spring semesters; Summer TBA

Supervisor: Allison Stadler, M.Ed.

POSITION RESPONSIBILITIES:

Primary:

- Demonstrate knowledge and competence in subject(s) tutored
- Support student learning through one-on-one tutoring appointments, both in person and online
- Cultivate communicative relationships with students as well as members of the Study Partners peer tutoring team and members of the Academic Support student and professional staff
- Build confidence in students and introduce students to study skills designed to be applied inside as well as outside the tutoring session
- Utilize a variety of technological platforms (i.e., Microsoft Teams, Zoom, Box, Advise Assist, Knack, etc.)
- Maintain accurate records by marking no-shows and/or completing tutor reports in Advise Assist designed to document student participation and attendance in Study Partners peer tutoring
- Complete online training modules and attend Peer Tutor Training each semester
- Attend monthly Support Team Meetings in assigned small groups led by Tutor Mentors
- Participate in additional professional development learning opportunities/training designed to improve tutoring skillset, increase technology expertise and ability to connect with students

Secondary:

- Demonstrate excellent customer service skills
- Assist with Academic Support marketing and outreach efforts as needed
- Represent and serve as a member of the Academic Support student employment team
- Serve as a resource referral agent connecting students to other campus services
- Other duties as assigned

QUALITIES/SKILLS:

Required: Knowledge and competency in course(s) tutored; Maintain a minimum GPA of 3.0 (on a 4.0 scale); Minimum grade of B at Auburn University in selected course(s) to be tutoring; Submit a completed employee application; Complete steps for submitting references; Participate in an employee interview

Desired: Ability to work both independently and collaboratively, manage multiple tasks, and take initiative; Willingness to embrace online as well as in-person tutoring opportunities; Interest in committing to more than one semester to the program; Utilized Study Partners peer tutoring as a student

LEARNING OUTCOMES:

Student Employees of Academic Support will:

- Understand and apply strategies and tools to promote self-directed learning that contributes to a positive 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

