

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 one-on-one in-person and online sessions.

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

Hourly Pay: \$12/hour; Peer Tutors work 5-9 hours/week (plus a monthly 1-hour meeting); Additional hours may be offered for Peer Tutors reaching high appointment fill rates; Auburn University student employees cannot exceed 20 hours/week in total for all of their combined on-campus student employment jobs

Dates of Employment: Fall and/or Spring semesters; Summer opportunities available to returning Peer Tutors

Supervisor: Allison Stadler, M.Ed.; Coordinator for Course Support in Academic Support

POSITION RESPONSIBILITIES:

Peer Tutor Time Commitment:

- Maintain a **regular 5 hours/week schedule** hosting tutoring appointments booked through Advise Assist
- Additionally, respond to students' requests for help on [Knack](#) and host **up to 4 hours/week** of tutoring appointments on days/times of your/the student's choosing; Total hours on Knack may fluctuate week to week based on the number of requests submitted by students and your availability

Primary Responsibilities:

- Demonstrate knowledge and competence in subject(s) tutored while hosting in-person and online sessions
- Build confidence in students' understanding of course content and overall study skills
- Navigate a variety of technological platforms (i.e., Microsoft Teams, Zoom, Box, Advise Assist, Knack, etc.)
- Maintain accurate and timely records designed to document student attendance and participation
- Engage with students on the Knack platform by responding to requests and scheduling appointments
- Complete online training modules and attend Peer Tutor Training at the beginning of each semester
- Attend 1-hour monthly Support Team Meetings in assigned small groups led by Tutor Mentors
- Demonstrate excellent communication and customer service skills
- Participate in additional professional development learning opportunities/training designed to improve tutoring skillset, increase technology expertise, and ability to connect with students, as available

Secondary Responsibilities:

- 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

QUALITIES/SKILLS:

Required: Knowledge and competency in course(s) tutored; Maintain a minimum cumulative GPA of 3.0 (on a 4.0 scale); Minimum grade of B at Auburn University in 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

