POSITION DESCRIPTION: ASAC TUTORING LAB PEER TUTOR

Academic Year 2018-2019

About the ASAC Tutoring Lab: The Academic Support and Access Center (ASAC) Tutoring Lab provides free, one-on-one and drop-in peer tutoring to American University students in historically challenging courses, including ACCT, BIO, CHEM, CSC, ECON, FIN, PSYC, and SISU (and any other high-need courses). Beginning Fall 2018, the Tutoring Lab will open the second week of classes.

ASAC Peer Tutoring Philosophy: As ASAC Peer Tutors, we act as the bridge between professor and student. We work to breakdown challenging concepts and develop students' understanding and mastery of these concepts through personalized approaches. In tutoring sessions, students engage in hands-on activities that build upon and challenge their pre-existing knowledge. We strive to equip students with learning strategies specific to the discipline in which they seek support, as well as academic skills that will transfer to other courses and disciplines. In working with students to set and achieve goals and to hone habits integral to academic success, we support the potential of all students to become independent, efficacious learners.

Position: Peer Tutor

Compensation: Undergraduate – $14/hour; Graduate – $15/hour

General description: Peer Tutors facilitate student learning by enhancing understanding of challenging concepts in 100- to 300-level courses in the disciplines listed above. Tutors model effective study habits and learning strategies, equipping students with the skills and knowledge to work and succeed independent of the tutor. Ideal candidates are patient, reliable, open-minded and open to growth; they possess knowledge and passion for the subject(s) they tutor; and they explain and cultivate course-specific and transferable skills and strategies to yield improvement in the classroom and beyond.

Supervisor: Nicole Cannizzaro, Assistant Director of Tutoring and Program Development

Requirements: *Tutors must…*
- be current AU students in good standing with conduct and in good academic standing
- have earned an A or A- in the course(s) they tutor or in a relevant upper-level course that prepares them to tutor on lower-level concepts, preferably from AU
- provide a recommendation from an AU faculty member in the field(s) for which they wish to tutor
- be available to work a minimum of two (2) consecutive hours per week with four (4) hours being the maximum number of tutoring hours for which tutors will be compensated; as demand for tutoring increases, tutors may be able to increase their hours
- attend beginning of semester training on Sunday, August 26 from 9am-3pm
- attend ongoing trainings throughout the semester (approx. 6, or one every other week); some trainings will be Tutor-specific, some joint with other AU Peer Educator groups

Primary Responsibilities:
- Provide one-on-one and/or group tutoring, determined by course and student needs, and following and fulfilling the expectations and qualities described above.
- Adequately prepare for tutoring sessions by reviewing WCOnline client intake forms and previous client reports, as well as by "brushing up" on concepts (as needed); communicate with students in advance of tutoring session to clarify focus of appointments (as needed).
- Complete post-session online reports outlining content and concepts covered, progress made, and/or challenges encountered in tutoring sessions.

Additional: It is hoped that tutors will also…
- Assist at a portion of one or more of the ASAC Fall workshops: Pizza & Planning on Thurs., 9/6; Rice Krispies & Reading on Mon., 9/24; and/or Fries & Finals on Thurs., 11/29; all events run 4:30-8:30pm in MGC 2-5
- Commit two or more hours to tutor at the Drop-In Tutoring event at the end of semester; dates are Sunday December 9, 2018 and Sunday, April 28, 2019
- Offer tutoring support during finals week
- Engage in online tutoring as opportunities and demands arise
- Assist with Tutoring Lab projects and organizing events on an as-needed basis

Preference Given to Candidates with:
- Previous tutoring experience
- Experience or knowledge about working with diverse groups of students: international students, English Language Learners (ELLs), students with learning disabilities
- An understanding of strategies for or a desire to learn more about working with disorganized students, unmotivated/disinterested students, students with anxiety, students lacking the organizational skills necessary to thrive in their course

Supervisor Commitment: As your supervisor, I am committed to ensuring that you have the support you need to thrive in your tutoring role. This means adequate training, observation, and opportunity for reflection. This also means ongoing opportunities in which we can provide one another with honest and constructive feedback. I am committed to supporting you first as a person and as a student, recognizing that your own personal and academic needs must be met for you to do your best in the tutoring role. I hold high expectations for tutors and, in return, will provide you with high support to meet and exceed those expectations.

TO APPLY: Visit this page of our website to complete the Peer Tutor Online Application and to access the Electronic Recommendation Form. Complete your portion of the Form and then ask the professor of the highest-level course in the field for which you are applying to tutor (eg, if you are applying to tutor ECON-100, 200, and 300, a recommendation from your ECON-300 professor is best) to complete and send the Form to tutoring@american.edu.

QUESTIONS: Direct questions to Nicole Cannizzaro, ASAC Assistant Director of Tutoring and Program Development, at tutoring@american.edu.