Job Description: Speaking Space Tutor

Introduction:
The Speaking Space is one of the services of the Academic Support Center (ASC). It is staffed by 3-4 student tutors. Speaking Space Tutors help students to argue clearly and coherently in speech, to organize and develop thoughtful presentations of their work, to listen and respond to each other in discussion, and, in general, to develop the speaking skills that enable them to effectively engage in academic conversations.

Speaking tutoring is a multifaceted endeavor. Tutors work with St. Olaf students from every class year and from across the disciplines as they prepare for a variety of speaking assignments. Many of these students speak a language other than English at home, some are students with learning disabilities, and some are underprepared. Tutoring may include helping students assess the context and expectations of a speaking situation, understand the requirements and parameters of an assignment, speak with clarity and poise, and overcome speaking anxiety.

This position is highly sought after and competitive. Speaking Space Tutors gain valuable mentoring/tutoring experience, especially in the areas of public speaking and interpersonal communication. Successful tutors meet or exceed the high expectations of the students, faculty, and professional staff with whom they interact by being responsible and thoughtful in their work. As employees of St. Olaf College, Speaking Space Tutors represent the college and uphold its mission and standing.

Qualifications:
- Tutors must be critical thinkers with a solid understanding of what constitutes effective oral communication.
- Tutors should be effective communicators themselves.
- Tutors must be patient, empathetic, observant, comfortable working with peers, and sensitive to the barriers students face when speaking in public spaces.
- Tutors must be self-motivated, self-directed, and highly accountable.
- Speaking Space Tutors may major in any discipline.
- Applicants may apply without having a need-based work award.

Hiring and training:
Hiring takes place during spring semester. Training begins in summer with reading assignments, and on-campus training takes place over two days during Week One (including Labor Day). New hires may also shadow experienced tutors, and ongoing training occurs through participation in staff meetings. Speaking Space tutors are encouraged to develop speaking support materials as needed. We strongly prefer that once you train to be a Speaking Space Tutor, you continue to work each year, provided you meet all expectations, until graduation from St. Olaf. Returning tutors help train and mentor new tutors.

The time commitment required for this position is 4-8 hours per week, plus additional time for staff meetings (30-45 minutes per week). In addition, tutors absolutely must be available via email for communication with supervisors, faculty and ASC staff. The Speaking Space is open during the academic year: Monday-Thursday 7pm-9pm, Saturday 2pm-5pm; Sunday 6pm-9pm.

As students themselves, tutors have a range of demands on their time, including classes, study time, commitments to sports and music and, in some cases, other jobs on campus. Please consider your commitments before applying to work as a Speaking Space Tutor, and please discuss your situation with your supervisors in order to prevent misunderstanding or conflict.

To apply, complete the application form.