

Academic Tutor

Academic Support Center (ASC)

The position will center on providing academic support, individual student tutoring, and teaching study skills to students. Academic Tutor positions tend to be available in most disciplines. Qualifications, duties, and responsibilities are listed below. Please email Antonia Grant (grant3@stolaf.edu), the Academic Enrichment Coordinator, with any questions. **Applications for Fall Semester come out around February, for Spring Semester around October. Some Tutors are hired during the semester to meet student need, interested applicants may always contact Antonia Grant (grant3@stolaf.edu) to inquire.**

Position Qualifications

- Must be a current St. Olaf student
- Must be able to work at least 5-10 hours a week
- Strong academic background in selected discipline, and an interested in helping other students learn
- Exhibit professional and personal qualities necessary for working with students, faculty, and College staff
- Familiarity with and an understanding of the needs of students with diverse backgrounds and identities; including first generation college students, students with disabilities, students of varying racial, gender, ethnic, or cultural backgrounds and identities, etc.
- Good organizational, interpersonal, and communication skills
- Preference will be given to students with work study awards

Duties and Responsibilities

- Schedule and attend tutoring sessions as outlined with student and Academic Enrichment Coordinator (will vary based on student need) and maintain student confidentiality
- Serve as an academic role model for students enrolled in selected discipline by exhibiting positive study strategies, time management skills, etc.
- Positively interact with students in academic tutoring settings
- Attend weekly staff meetings with Academic Enrichment Coordinator
- Complete administrative paperwork in a timely and efficient manner (emails, time sheets, sign-in sheets, tutoring notes, etc.)
- Study and understand all assigned training materials, readings, etc.
- Track student progress and inform Academic Enrichment Coordinator and/or Faculty as necessary
- Shadow an experienced tutor for at least two tutoring sessions
- Additional meetings, workshops, and duties as assigned

Benefits of Serving as a Tutor

- Gain valuable teaching experience (this can set you apart when applying for graduate school, internships, employment, etc.)
- Gain strong leadership and mentorship experience
- Opportunity to meet and connect with new people
- Meet your student work award; this position also qualifies for students not on student work as it is a specialized position. Preference given to students who have student work. Hourly rate is \$9.25.

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