

St. Olaf College Student Employee Job Description

Job Title: Academic Tutor

Transferable Skills:

- Collaboration Skills
- Peer mentorship Skills
- Organization Skills
- Provide Feedback
- Provide Support
- Communication
- Adaptability

Duties and Responsibilities:

- Schedule and attend tutoring sessions as outlined with the student and maintain student confidentiality
- Serve as an academic role model for students enrolled in the selected discipline by exhibiting positive study strategies, time management skills, etc.
- Positively interact with students in academic tutoring settings
- Attend staff meetings during the term with tutoring supervisors (happen about once per month and four times are offered)
- Complete administrative tasks in a timely and efficient manner (emails, timesheets, tutoring notes, etc.)
- Study and understand all assigned training materials, readings, etc.
- Track student progress and inform tutoring supervisors and/or Faculty as necessary
- Additional meetings, workshops, and duties as assigned

Qualifications: (Education/Experience/Skills)

- Must be a current St. Olaf student
- Must be able to work at least 3-10 hours a week
- Strong academic background in selected discipline, and 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
- Good organizational, interpersonal, and communication skills
- Preference will be given to students with a work-study award