

# We **support.** You **succeed.**

## Tutoring Services



### Job Title

Tutor

### Employer

Tutoring Services, Academic Success Center

### Position Description

Tutoring Services seeks tutors who are motivated to help their peers be successful by learning how to learn. Tutors provide peer academic support to students in a variety of undergraduate courses and help shape students' experience at Iowa State University. Tutors will assist in student learning and retention through facilitation of small group tutoring sessions that help students better understand concepts and applications of course content.

- All tutors earn \$11 an hour. Each tutoring group meets at a consistent day and time twice a week for 50 minutes during the academic year and three times per week during the summer. All tutoring takes place on campus. **We require new tutors work at least 4 hours per week and returning tutors 6 hours per week while having availability on at least 4 days per week.**
- Students may tutor up to 20 hours a week; however, we cannot guarantee the number of hours/groups you will be assigned due to the nature of the program. The number of hours you will receive is contingent upon your available hours, the courses you can tutor, and the number of students requesting a tutor for those courses.
- The tutor position may serve as a work-study job. Please let us know if you qualify for work-study through your financial aid package on your tutor application.
- The application period for tutors starts the month before the start of the semester and tutors are expected to work until the week before finals week once they are hired. The hiring process should take no longer than two weeks.

### Qualifications

- Be enrolled as an undergraduate Iowa State University student
- Complete at least one (1) semester at Iowa State University
- Have an ISU cumulative GPA of 2.50/4.00 (2.75 or higher preferred)
- Earn a grade of B or higher in course(s) you want to tutor and have taken the course at ISU  
*\*Please note: we do not provide tutors with any training in specific content areas (ex: math), which is why this knowledge of course content is expected prior to application.*

## Responsibilities and Expectations

**Collaboration/Teamwork:** Engage in intentional interactions among groups and/or individuals of differing backgrounds directed at achieving a shared goal. Able to work productively within a team structure, and identify and manage group dynamics.

- Tutors will facilitate sessions in groups of 1-5 tutees.
- Tutors will employ interactive strategies to allow tutees in their group to learn from each other.
- Tutors will discuss the importance of being open to new ideas in a team setting.
- Tutors will set goals and expectations during the first few sessions.

**Communication:** Articulate thoughts and concepts clearly and effectively in written and oral forms, in a manner conducive to fostering professional relationships. Including the demonstration of proficient speaking and listening skills, to clearly express oneself and receive ideas of others.

- Tutors will effectively communicate session details to tutees in their groups.
- Tutors will breakdown course content in a clear and meaningful way to students in their group.
- Tutors will actively listen to and answer questions during tutoring sessions.
- Tutors model good listening skills by allowing for think time, affirming, and reflecting.

**Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. Obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

- Tutors will help tutee(s) learn *how to learn* the material.
- Tutors will help tutee(s) refine study skills and become independent learners.
- Tutors will apply feedback to better engage tutees in their group.

**Intercultural Perspectives:** Understand personal identities, and value, respect and learn from divergent viewpoints. Demonstrate openness, inclusiveness and the ability to interact respectfully with all people and appreciate individuals' differences.

- Tutors will practice empathy for and understanding of a diverse group of students.
- Tutors will examine their own ideas and educational background.
- Tutors will consider different personal identities to create a comfortable learning environment.

**Leadership:** Identify the strengths of self and others to achieve common goals and use interpersonal skills to coach and develop others. Manage emotions and acknowledge those of others to inspire, guide, and empower; and organize, align, and prioritize team tasks for positive change.

- Tutors will respect and value others (tutees, tutors, ASC staff, etc.)
- Tutors will possess self-motivation and direction to work independently with limited supervision.
- Tutors will serve as a group facilitator, not a second lecturer.
- Tutors will engage in ethical behavior according to policy and personal values.

**Learning and Application:** Acquire knowledge, skills, and experiences and applies academic and job-based learning in novel and innovative ways. Application can happen through simple

connections among ideas and experiences, to synthesizing and transferring learning in various contexts and environments.

- Tutors will possess knowledge of subject matter.
- Tutors will identify knowledge levels from their tutees to help them improve their understanding of course content.
- Tutors will provide support for content and concept understanding, not direct answers to anything graded (homework, projects, quizzes, etc.)

**Professionalism:** Demonstrate personal accountability and effective work habits (e.g., punctuality, working productively with others, and time management) and understand the impact of non-verbal communication on professional work image. Demonstrate integrity and ethical behavior, act responsibly, and be able to learn from mistakes.

- Tutors will practice good time management and organization skills.
- Tutors will respond to emails clearly and in a timely manner.
- Tutors will be open to and available for reflection, observations, and follow-up conversations.

**Technology:** Integrate and utilize technology ethically and efficiently, and discern when technology is appropriate to the task at hand. Adapt to new and emerging technologies to complete tasks and accomplish goals based on organizational purpose.

- Tutors will complete all attendance on time, along with other required tutoring database entries.
- Tutors will notify staff of technological or database needs.

## Where to Submit Application

[www.tutoring.iastate.edu](http://www.tutoring.iastate.edu)

## Required Hiring Steps

1. **Complete an application for the semester you wish to tutor. Our application period typically lasts 10 weeks, but the earlier you apply the more likely your application will be considered. In the summer, applications are limited to recently hired, returning tutors.**
2. **You will be contacted for an interview after we review your application.** We consider your application responses, courses, and schedule. Interviews take place in groups. This is your chance to demonstrate the skills we look for in our tutors. *If you require accommodations for your interview, please let us know when you schedule your interview.*
3. **Read the Tutoring Services handbook found under Training on your tutor profile.**
4. **Complete a short online quiz** over the handbook under the same Training tab. *Required every semester of employment.*
5. **Complete required Human Resource (HR) forms, including bringing two forms of IDs to the HR office for new employees.**
6. **Log in and complete all WorkDay onboarding requirements found in your inbox or onboarding tab.**
7. **Attend new tutor orientation** (3 hours) by calling Tutoring Services.

*This entire process should take no longer than 2 weeks. Hiring decisions are based on your application responses, interview, and successful completion of the online quiz and orientation. Tutoring Services reserves the right to limit hours and/or requests for courses submitted by tutors at any point in the semester.*

Tutors wanting to work more than one semester will need to complete a new application each semester with an updated schedule, hours request, and course list. Tutoring Services staff will review your previous experience and new application and will contact you with our hiring decision, along with any other required items.

### **Why become a tutor?**

- **98% of our tutors are satisfied with their experience as a tutor**
- **97% of our tutors are more satisfied with their college experience having been a tutor**
- **97% would recommend becoming a tutor to others**

#### **From our tutors on their favorite part:**

“Leadership and communication are two of the most valued skills right now. For this reason, it is pretty clear that I will be utilizing these for the rest of my working career.”

“My experience is helping me improve my leadership and interpersonal communication skills, both of which are necessary in the workplace.”

“They will help me when I transfer into the workplace and have these great skills that I would not have learned doing other jobs. Being a tutor is unlike any other job here on campus.”

“They will help me with being patience, working with others, and being a leader. I believe all of these skills are needed in the workforce.”

“I have become more skilled in communicating my thoughts clearly and working in a team-based environment, both of which will be helpful in graduate school and when I enter the workforce.”

“Feeling a sense of accomplishment when my tutees just get it. I love being the key that unlocks concepts for them because it makes me feel like my efforts are truly making a difference.”

“I really enjoy making the material memorable for students. I try to use real world examples that make the concepts from the textbook/lecture interesting and applicable to what the students want to do in their careers.”

“My favorite part is gaining confidence from being able to explain concepts I learned so long ago, meaning that I retained most of the information. I also gain confidence just from speaking (and being knowledgeable about what I am speaking about) in front of my tutor group; I also become more productive after tutoring sessions.”

“Getting to see my tutees grow throughout the semester and how we all encourage each other to be our best selves!”

“I enjoy being a tutor for many reasons. I love helping other people be successful. I also get to utilize and develop many different skills that I possess. Tutoring is a great way to make new friends and expand your network!”

“I enjoy seeing different perspectives and approaches to solving problems. It's nice to see a group work together to help each other learn.”

“I love helping each of the students with what they are struggling with so that they have the confidence to go in and take their exams. They always tell me about how they did on the quizzes and exams, and it's amazing just seeing how much two sessions a week of us working together has helped them.”

### Contact Information

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