Academic Success Center: Tutoring Services
Mentor Position Description

Description
Tutoring Services Mentors serve as a general resource and provide assistance by observing tutoring sessions and holding one-on-one, improvement-based conversations with tutors. Mentors also co-facilitate tutoring workshops and plan community-building events with Tutoring Services staff.

Mentors will have the option to continue tutoring as they also serve as mentors or only serve as mentors.

The Tutoring Services mentor position offers students the opportunity to:
- Strengthen leadership skills
- Develop public speaking skills and interpersonal communication skills
- Benefit from interactions with peers and tutoring staff
- Build communication and critical thinking skills
- Increase self-efficacy and cross-cultural understanding

Required Qualifications
- Be enrolled as an Iowa State University (ISU) student
- Have a minimum of two semesters of experience as an ASC tutor
- Be a Sophomore, Junior or Senior with an ISU cumulative GPA of at least 3.00/4.00
- Have positive tutee/ASC staff feedback regarding tutoring and leadership skills in previous semesters
- Demonstrate interpersonal communication skills
- Demonstrate leadership potential

Responsibilities and Expectations
- Maintain up-to-date knowledge of the tutor position
- Observe 3-5 tutoring sessions per week
- Understand effective learning strategies and peer-to-peer techniques
- Effectively communicate feedback to help tutors strengthen leadership and facilitation skills
- Listen to and answer questions during one-on-one post-observation conversations
- Demonstrate empathy for and understanding of diverse groups of students
- Attend biweekly Tutoring Services staff meetings to provide updates, trends, and new ideas
- Work independently with limited supervision using good time management and organization skills
- Help plan and co-facilitate Tutor Workshops and tutor community-building events

Compensation
- Mentors will receive $11.00 per hour and work on average 6-12 hours per week.
  - Most hours will come from the 3-5 observations per week. More can be completed if desired
  - Post-observation conversations will be required and should last about 10-15 minutes; those will be compensated accordingly
  - Biweekly staff meetings are an hour each
  - Mentors will meet with Tutoring Services staff for personal leadership development 2-3 times per semester
  - Time commitments for workshops and community building events will vary
  - Be aware that students can only work a total of 20 hours per week across campus.