Academic Success Center: Tutoring Services
Mentor Position Description

Description
TutorMentors assist Tutoring Services Staff by observing tutoring sessions and holding one-on-one, developmental conversations with tutors. Mentors co-facilitate in person tutor trainings and plan community-building events with Tutoring Services Staff. Mentors and Tutoring Services graduate assistants collaborate to become aware of the current trends with observations in order to improve the program. The mentor position is a one-year commitment.

The Tutoring Services mentor position offers students the opportunity to:
- Strengthen leadership skills
- Further develop public speaking skills and interpersonal communication skills
- Benefit from interactions with peers and Tutoring Services Staff to develop professional administrative experiences
- Build skills to effectively facilitate developmental and educational based conversations with peers
- Increase self-efficacy and cross-cultural understanding

Required Qualifications
- Be enrolled as an Iowa State University (ISU) undergraduate student
- Have a minimum of two semesters of experience as an Academic Success Center (ASC) tutor
- Be a Sophomore, Junior or Senior with an ISU cumulative GPA of at least 3.00
- 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 10 tutoring sessions per week
- Understand effective peer-to-peer facilitation techniques
- Effectively communicate feedback to strengthen tutors leadership and facilitation skills using the feedforward model
- Listen to and answer questions during one-on-one, post-observation conversations or developmental conversations for more experienced tutors
- Demonstrate empathy for and understanding of diverse groups of students
- Attend biweekly TutorMentor staff meetings to provide updates, trends, and new ideas
- Attend one-on-one meetings with graduate assistants 2-3 a semester for personal leadership development
- Work independently with limited supervision using good time management and organization skills
- Help plan and co-facilitate tutor trainings and tutor community-building events
- Attend Diversity and Inclusion Training in the fall

Compensation
- Mentors will receive $12.00 per hour and work on average 15-20 hours per week.
  - Most hours will come from the 10 observations per week. More observations can be completed if desired
  - Post-observation conversations will be required and should last 20 minutes, administration time will be compensated
  - Developmental one-on-one 30 minutes conversations with returning tutors
  - Biweekly staff meetings last approximately one hour
  - One-on-one meetings with the graduate assistants will last approximately 30 minutes
  - 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 all campus jobs