

## Academic Success Center: Tutoring Services

### Tutor Position Description

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#### Description

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.

#### 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 (preferably 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

- Knowledge of subject matter
- Ability to effectively communicate subject matter
- Respect toward others (tutees, tutors, ASC staff, etc.)
- Application of different learning strategies including active learning and peer-to-peer techniques
- Interest in helping others learn in groups of 1-5 students
- Self-motivation and direction to work independently with limited supervision
- Empathy for and understanding of a diverse group of students
- Ability to listen and answer questions during tutoring sessions
- Good time management and organization skills
- Serve as a group facilitator, not a second lecturer
- Set goals and/or expectations during the first few sessions
- Provide support for content and concept understanding, not direct answers to anything graded (homework, projects, quizzes, etc.)
- Be open to and available for observations and follow-up conversations
- Help tutee(s) learn *how to learn* the material
- Help tutee(s) refine study skills and become independent learners

#### Compensation

- 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. **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 anywhere from 4 - 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.