

Position Description

POSITION PROFILE

Position Title: DSO: Note Taker, Mentor, Study Partner, Tutor

EOU Department/College: Learning Center/ Disability Services

EOU Supervisor Title: Taylor Smith, Disability Services Coordinator

Typical Job Duration: Academic year

Job Level: Level 1, \$13.20

Type of Schedule/Typical Hours: Flexible hours tailored to accommodate academic schedules and service requirements.

Typical Number of Hours Per Week: Varies depending on role and demand, generally 1-3 hours per week per assigned role.

POSITION INFORMATION

Student Position Description Summary:

EOU is continuously recruiting for Disability Services Office (DSO) Note Taker, Mentor, Study Partner and Tutor positions that may occur throughout the year. These positions are responsible for helping students with learning disabilities access classroom lecture material and develop abilities in the discipline in which they are working. Applicants may apply for multiple positions.

Job Duties/Responsibilities/Essential Functions:

- Note Taker: Take detailed, legible notes during class meetings, submit notes promptly after classes.
- Mentor: Assist students with organizational skills, school processes, and academic strategies.
- Study Partner/Tutor: Work with students to review course materials, prepare for tests, and understand assignments.

HIRING CRITERIA

Minimum Qualifications:

- Note Takers, Mentors, Study Partners, and Tutors must be in good academic standing
- Be enrolled in a minimum of six credit hours
- Hold at least a “B” in any courses for which they serve as Note Takers, Mentors, Study Partners, or Tutors.

Preferred Qualifications:

- Experience in tutoring, mentoring, or similar roles.
- Knowledgeable in specific academic disciplines for tutoring.
- Strong organizational and communication skills.

Desired Knowledge, Skills & Abilities:

- Follow campus regulations and local, state, and federal laws, regulations and ordinances
- Work with students one-on-one
- Work various hours
- Demonstrate excellent oral and written communication skills
- Demonstrate excellent interpersonal skills
- Establish and maintain effective working relationships
- Be adaptable and flexible
- Be punctual and dependable
- Foster a climate of multi-cultural understanding and appreciation
- Demonstrate success working with individuals and groups representing a wide range of diverse cultural, geographic, and socioeconomic backgrounds
- Function as a team player
- Demonstrate an understanding of, and commitment to, EOU’s mission and vision.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Develop skills in effective communication, critical thinking, and specialized knowledge in academic disciplines.

Industry Learning Outcomes:

- Gain experience in educational support roles, enhancing employability in educational and counseling fields.

Career-Readiness Learning Outcomes:

- Build professionalism, reliability, and teamwork skills, preparing for diverse career paths.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework