

Position Description

POSITION PROFILE

Position Title: Learning Center Tutor: Math Lab Tutors, Subject Area Tutors, Group Study Session Tutors

EOU Department/College: Learning Center

EOU Supervisor Title: Ryan Scariano, Interim FYE Coordinator

Typical Job Duration: Academic year

Job Level: \$14.20 - \$15.20 per hour, Level 3 – Level 5

Type of Schedule/Typical Hours: Flexible, based on the Learning Center's needs and the tutor's availability. Hours may vary, particularly during peak academic periods.

Typical Number of Hours Per Week: Varies based on department needs and tutor availability.

POSITION INFORMATION

Student Position Description Summary:

The Learning Center Tutors are crucial in supporting student success by providing guidance in various academic disciplines. Tutors help students analyze assignments, interpret discipline-specific problems, clarify critical thinking and communication skills, and much more.

Job Duties/Responsibilities/Essential Functions:

- Assist students in analyzing assignments and assigned readings;
- Assist students in interpreting discipline-specific problems and situations;
- Assist students in clarifying critical thinking and/or communication skills;
- Perform other related duties as assigned and/or required.

HIRING CRITERIA

Minimum Qualifications:

- Must be in good academic standing.
- Enrolled in a minimum of six credit hours if an undergrad student or nine credit hours if a grad student.
- Hold at least a “B” in any courses for which they serve as tutors.

Preferred Qualifications:

- **Tutoring Experience:** Previous experience in tutoring or teaching in the relevant subject area.
- **Academic Excellence:** Strong academic record, particularly in the subjects to be tutored.
- **Communication Skills:** Excellent ability to communicate complex concepts clearly and effectively.
- **Interpersonal Skills:** Ability to work effectively with diverse student populations.
- **Technology Proficiency:** Familiarity with educational technology and online tutoring platforms.
- **Leadership Skills:** Experience in leading study sessions or educational initiatives.
- **Commitment to Inclusion:** Skills in fostering an inclusive and supportive learning environment.

Desired Knowledge, Skills & Abilities:

- Follow campus regulations and local, state, and federal laws, regulations, and ordinances
- Work with students one-on-one and in groups
- 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:

- To be defined based on specific tutoring disciplines.

Industry Learning Outcomes:

- Gain practical experience in educational support and tutoring.

Career-Readiness Learning Outcomes:

- Develop professional skills such as communication, teamwork, and adaptability.

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