

Position Description

POSITION PROFILE

Position Title: Online Student Tutor (Any Subject Except Writing)

EOU Department/College: EOU Learning Center

EOU Supervisor Title: Torivio Gallegos, Academic Support Coordinator

Typical Job Duration: Academic year, potentially including summer depending on student demand and funding.

Job Level: \$14.20-\$15.20 hourly, dependent on qualifications, Level 3-level 5

Type of Schedule/Typical Hours: Flexible hours to accommodate tutor and student schedules; includes evening and weekend availability to meet the needs of online students.

Typical Number of Hours Per Week: 10-15 hours, variable depending on the demand and scheduling of tutoring sessions.

POSITION INFORMATION

Student Position Description Summary:

The Online Student Tutor provides academic support to peers across a range of subjects, helping to enhance their understanding and mastery of course material. This position requires effective communication skills, adaptability, and a commitment to promoting educational equity and inclusion.

Job Duties/Responsibilities/Essential Functions:

- Provide one-on-one and group tutoring sessions in designated subject areas via online platforms.
- Adapt teaching methods to suit a variety of learning styles and academic needs.
- Maintain confidentiality and professionalism with all student interactions.
- Track and report on student progress and session details.
- Participate in ongoing training and professional development to enhance tutoring skills and techniques.
- Ensure adherence to all university and eTutoring consortium policies and guidelines.

HIRING CRITERIA

Minimum Qualifications:

- College course work in the subject for which you will be tutoring.
- Ability to convey concepts in multiple ways for a variety of learning styles.
- Acceptance of the responsibility to promote the welfare and best interests of students at all times.
- Demonstrated understanding and acceptance of the mission, values, goals, and objectives of EOU.
- The ability to perform assigned duties in a manner consistent with applicable laws, regulations, and goals of the community and university system.
- Demonstrated commitment to fostering and supporting a teaching, learning, and working environment that honors diversity, equity, inclusion, and access.
- Abide by the rules and regulations of the eTutoring consortium.
- Tutors must be in good academic standing
- Be enrolled in a minimum of six credit hours if an undergrad student, or nine credit hours if a graduate student
- Hold at least a “B” in any courses for which they serve as tutors.

Preferred Qualifications:

- Previous experience in tutoring or educational coaching.
- Strong command of course content and the ability to explain concepts clearly and effectively.
- Excellent digital literacy skills to effectively utilize online tutoring platforms and tools.

Desired Knowledge, Skills & Abilities:

- Ability to engage students and encourage their academic confidence and independence.
- Strong organizational and time management skills to handle scheduled tutoring sessions.
- Proficiency in using educational technology and online resources to enhance tutoring sessions.

STUDENT LEARNING OUTCOMES

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

Academic Learning Outcomes:

- Develop and refine pedagogical skills specific to one-on-one and group tutoring.

Industry Learning Outcomes:

- Gain valuable experience in online education and virtual communication, preparing for future roles in education or related fields.

Career-Readiness Learning Outcomes:

- Enhance professional skills such as communication, problem-solving, and adaptability that are critical in a wide range of careers.

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

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- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework