

## 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:** Assistant Director of Academic Support

**Typical Job Duration:** Academic year

**Job Level:** 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:**

- Previous experience in tutoring or teaching in the relevant subject area
- Strong academic record, particularly in the subjects to be tutored
- Excellent ability to communicate complex concepts clearly and effectively
- Ability to work effectively with diverse student populations
- Familiarity with educational technology and online tutoring platforms
- Experience in leading study sessions or educational initiatives
- 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 Employment, 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:

- Learning Center specific professional development opportunities
- University-wide professional development opportunities
- 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

