



Assigned Weekly Tutor Job Description

General Job Description:

Assigned weekly tutors provide individual and small group tutoring support for Grand Valley undergraduate students in a variety of 100 and 200 (and limited 300) level courses through The Tutoring Center. Tutors are matched with tutees based on demand and availability. Work hours vary. Evening and weekend hours may be necessary. Most tutoring occurs on the Allendale Campus.

Qualifications:

Assigned weekly tutors must have completed the course(s) (or equivalent) they wish to tutor with a B+ or better, receive a positive faculty recommendation as well as successfully complete interviews with Tutoring Center staff and discipline specific faculty coordinator's if necessary.

Assigned Weekly Tutor Responsibilities:

- Facilitate ongoing individual or small group sessions weekly for groups of 2-4 students
- Provide a safe and encouraging environment where students can ask questions, make mistakes and practice the concepts they are learning in class
- Assist students in mastering course material through review, recall strategies, practice problems and clarification
- Assist students in developing the strategies necessary for independent learning

Position requirements:

1. Complete online Orientation and Quiz on blackboard
2. Attend New Tutor Training (2 hours paid) within the first two weeks of hire
3. Attend semester start up meetings each semester (1 ½ hrs paid)
4. Commit to at least 5 hours a week to tutor (same days and times each week)
5. Commit to tutoring for at least two semesters
6. Shadow the tutoring session of an experienced peer (within the first four weeks; 1 hr paid)
7. Respond to communication from the TC staff in a timely manner
8. Maintain professional communication with tutees regarding your tutoring sessions
9. Participate in feedback surveys as requested
10. Participate in required Tutor Training sessions (3 additional training sessions are required beyond New Tutor Training, optional modules for continued professional development are also encouraged. These will be discussed more thoroughly in Orientation and New Tutor Training)