



## General Drop-In Tutor Job Description\*

### General Job Description:

Drop-in tutors provide tutoring support for Grand Valley undergraduate students through discipline specific drop-in centers. During assigned shifts, drop-in tutors answer student questions, clarify course concepts, and help students assess how well they understand course material. Evening and weekend hours may be necessary.

### Qualifications:

Drop-in 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 discipline specific faculty coordinators as necessary.

### Drop-In Tutor Responsibilities:

- Work an assigned schedule for the regular semester (finals week is scheduled separately based on availability the tutor provides before the semester). This schedule is consistent for the entire semester.
- Staff drop-in center during assigned shifts and help any student that comes into the center.
  - When possible, drop-in tutors provide in-depth individual support. On busier days, drop-in tutors must manage crowds and circulate, helping many different students during the shift.
- Assist students with homework questions, technology questions, and concept questions. This means:
  - Guiding students through problem solving (as opposed to doing the homework for the students)
  - Building on the student's existing knowledge
  - Asking questions at the end of a session to check whether the student understood the material discussed in the session
- Help students build independence by suggesting strategies that lead to successful learning.
- Maintain a welcoming and encouraging environment in the drop-in center where students can ask questions, make mistakes, and practice the concepts they are learning in class.
- Collaborate with other tutors and/or faculty members. Ask questions when you are unsure and help out others who might need assistance.
- Facilitate center logistics, including helping students sign in and borrow center materials if applicable (textbooks, calculators, laptops).

### Position requirements:

1. Commit to at least 5 hours a week to tutor (same days and times each week)
2. Commit to tutoring for at least two semesters
3. Attend any training required by the specific center you work for
4. Respond to communication from the center director in a timely manner

\* The specific Drop-in Center you are hired in may provide a more detailed job description related to their center expectations.