Position Description
Tutoring Services seeks tutors who are motivated to help their peers by facilitating small group study sessions. Tutors provide peer academic support to students in a variety of undergraduate courses, while building community with each small tutoring group and helping tutees develop their skills as independent learners. Tutors are peer role models who have knowledge of and experience with course content and facilitation techniques to help tutoring groups understand, apply, and practice what they are learning.

- Each tutoring group meets 3 times each week for 50 minutes throughout the duration of the summer course.
- Tutors must be available to meet on campus, though some tutoring may happen online for the summer session.
- Tutors are able to choose their availability for meeting with tutoring groups, as well as the number of hours they would like to commit to tutoring each week (minimum of 6 hours/week).
- Please note: The number of groups that we are able to assign to tutors will vary throughout the summer term. Staff will stay in communication about the demand for tutoring and whether we will be able to meet the requested number of hours per week. Additionally, some courses are in session for just part of the summer term, and others meet for the entire May 15-Aug 4th time period.

Qualifications
- Enrollment as an undergraduate at Iowa State University for the upcoming semester
- Completion of at least one semester as a tutor with Tutoring Services
- ISU cumulative GPA of 2.50/4.00 (2.75 or higher preferred)
- Grade of B or higher in the course(s) you want to tutor and have taken the course at ISU
  *Please note: We do not provide any training in specific content areas (ex: math), which is why this knowledge of course content is expected prior to application.*
- Interest in and/or experience serving as a peer leader and learning facilitator, for diverse groups of ISU undergraduate students
- Self-motivation and direction to work independently with limited supervision
- Ability to stay organized and manage time effectively
- Strong written and oral communication skills
Responsibilities and Expectations

- Schedule locations and times for each tutoring group to meet weekly, maintaining clear and consistent communication and develop relationships with tutees in each tutoring group.
- Creatively plan for tutoring sessions, anticipating and responding to learning needs, and preparing interactive activities and opportunities for tutees to engage in the course content and gain practice applying their learning.
- Facilitate three 50-minute tutoring sessions per week for each tutoring group assigned, using collaborative and active learning strategies, and community building activities to encourage participation.
- Complete administrative responsibilities including session attendance and scheduling, keeping information on tutoring database up to date, and reading/responding to email communication from tutees and Course Support Staff.
- Assist students in becoming familiar with study skills and university resources
- Serve as a role model for good student behavior and act in a professional manner

Where to Submit Application

www.tutoring.iastate.edu

Required Hiring Steps

For the summer session, all tutors must have previously been hired and have worked as tutors. Tutors will still need to complete a new application for the summer, with an updated schedule, hours request, and course list.

Course support staff will review your application and will be in touch about anticipated course needs and hours for the summer, as well as the tutor handbook quiz and any other materials needed.

For more information, contact: tutorsrv@iastate.edu