



## Academic Resource Center

### Tutor Job Description

Tutors are an integral part of the Academic Resource Center. They provide instruction and academic support to GS students, and facilitate the learning process by helping students “learn how to learn” course material and take responsibility for their own learning.

#### ***Qualifications:***

- Must have earned a B+—A in the courses they are tutoring
- Overall GPA of 3.0 or above
- Written recommendation from one faculty member (Columbia University faculty preferred). Graduates must **submit two letters** of recommendation from faculty members
- Written recommendation from your academic advisor (Undergraduates only)
- Must be a Columbia University student (graduate or undergraduate)
- Must have a good sense of humor

#### ***Job Duties:***

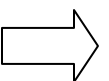
- Provide academic assistance to students individually and in small groups
- Assist students in developing good learning strategies and habits
- Be on time for all tutoring appointments and trainings and keep all appointments
- Maintain accurate records and complete all required paperwork
- Maintain confidentiality of students
- Participate in training and meetings as scheduled
- Communicate frequently with the Coordinator regarding any concerns, and success stories
- Inform GS students of other resources available to them—learning strategy workshops etc.
- Participate in an evaluation process to measure performance and plan to work on areas that need attention

#### ***Commitment:***

- Tutor schedules vary by student need and subject areas. The estimated time commitment is 4-15 hours weekly while classes are in session
- Tutors must participate in tutor training (10 hours per year) at the beginning of each semester
- Tutors must attend paid staff meetings
- Tutors must earn College Reading and Learning Certification (CRLA)\* by the end of the academic year

#### ***\*Tutor Skills & Attributes:***

- A tutor needs to be able to demonstrate **excellent time management skills**. A tutor must be able to balance one's academic, extra-curricular, and tutorial responsibilities.
- A tutor needs to be able to demonstrate **excellent organizational skills**. A tutor must be able to assist tutee(s) in organizing the completion of course assignments.



### ***Tutor Skills & Attributes:***

- A tutor needs to be a **motivator**. A tutor must be willing to encourage their tutee(s) to become better students. To hold them accountable for being prepared for tutorial sessions. To motivate them to be both verbally and physically active during tutorial sessions
- A tutor needs to be **encouraging and forceful**. A tutor must give praise when success on any level should occur. A tutor must be forceful in providing a “reality check” regarding their tutee’s lack of progress or lack of focus on academic responsibilities.
- A tutor needs to be able to **communicate well** to a diverse student population.
- A tutor must be able to be **creative** in order to explain content material through a variety of methods.

\*Taken from University of Central Florida Student Academic Resource Center website  
<http://www.sarc.sdes.ucf.edu/text/wannabetutor.html>

### ***Benefits:***

- A sense of pride and accomplishment from helping others
- Opportunity to help others and be a positive role model
- Increased mastery of academic skills
- Development of interpersonal skills
- Paid training and opportunity to earn College Learning and Reading Association (CLRA) Tutoring Certification
- Great work experience for development of resumes and references

### ***Compensation:***

Tutors are paid an hourly wage according to the following schedule:

Undergraduates	\$15 per hour
Undergraduate	\$18 per hour (Tutoring the following subjects: Organic Chemistry I, II, Frontiers of Science, Biology, Italian)
Graduate	\$ 20 per hour

Tutors can work a minimum of 4 hours and a maximum of 15 hours per week. Once a tutor has completed their 10 hours of training, their compensation will increase by \$.50 for the following academic year.

There are no insurance benefits with this position.

### ***\*College Reading and Learning Association (CRLA) Certification:***

- Participation in CRLA tutoring training sessions is required and mandatory
- CRLA is an international certified tutor training organization
- There are three levels of different certification encompassing different topics and requirements for completion. A tutor will complete one level of CRLA per semester that tutor is on staff.
- Completion of CRLA requirements are in the form of attending tutor training sessions, attending SARC learning skills workshops, creation of tutoring handouts, evaluation of tutoring staff and services, and individual appointments with the Assistant Director.
- CRLA web site --> <http://www.crla.net>

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