

Academic Tutor (Part-time)

Location: Bluefield State University

Department: Academic Success Center

Reports To: Director of Academic Success Center

This position is responsible for assisting students to become independent learners by helping them master study skills, learn base content knowledge, and/or learn and understand new concepts. Tutors will also promote learning through identifying individualized learning styles and learning processes for each student. Tutors will also mentor students through providing advice and guidance as well as feedback to students.

Individuals holding this position must be able to solve on-the-job issues by utilizing effective critical thinking and decision-making skills.

Minimum Qualifications

- Bachelor's Degree with a 3.0 GPA or better or a current BSU student with at least one semester completed at a Bluefield State University campus
- Semester GPA: 3.0 / Cumulative GPA: 3.0
- Received an "A" in the courses to be tutored (or professor approval to tutor the course)

Duties and Responsibilities include, but are not limited to:

- Mandatory six-hour training for nationally recognized Level 1 Tutor Certification
- Provide individual and small group tutoring to participants both in-person and online
- Meet with participants on a regular basis to cover course content, improve study skills and develop learning strategies
- Tutor sessions cover but are not limited to assignment review, reading assignment review, identify test questions, test prep, work through solutions to problems, organize and formulate writing ideas, information drills, and goal setting
- Keep accurate records of tutoring sessions, timesheets and monthly reports
- Measure and document student progression and reporting any issue
- Build rapport and trust with participants

- Become a support system for participants
- Refer participants for other services as needed
- Keep open line of communication with professional staff regarding any student issues
- Additional duties as assigned may include office assistance, answer phones, copy materials and other light office duties

General Expectations:

- Maintain confidentiality of participant information at all times
- Arrive on time and have regular attendance
- Take advantage of services to develop staff development and success
- Adhere to Academic Success Center rules, regulations and code of conduct as outlined

Criteria for Success:

Tutor staff evaluation process consists of monthly participant evaluation and semester end supervisor evaluation. Evaluation measured by the following objectives:

- Ability to keep on task and be self-motivating
- Ability to communicate in a respectful positive manner with all students
- Ability to demonstrate mastery of course material
- Ability to allow the student to be participatory in the tutoring process
- Ability to follow departmental policies and procedure
- Ability to work according to tutoring schedule, arriving in a timely and prepared manner
- Ability to work with well others
- Ability to be effective in oral and written communication
- Ability to assess a situation and make well informed decisions independently
- Ability to work well with diverse populations

Transferable Skills:

- Ability to break down complex information into understandable bits of information
- Time management
- Multi-Tasking
- Problem solving
- Assessment of people and situations

- Critical thinking
- Confidentiality
- Active listening
- Working with diverse populations

Pay Rate: \$11.00 per hour

Maximum Hours: 20 hours per week (tutors may set their own schedules)

Interested individuals may apply online at:

<https://forms.office.com/pages/responsepage.aspx?id=75dqiSvWREExJKURrN9SJRWQQy4rBYtDgrolqbnxhzpUOTILMkFHTVBJMFdHNVUwNUVKShUM01OQy4u&route=shorturl>