

# **POSITION: Residential Tutor**

## **Center for Academic Success**



### **Position Description**

The residential tutor is responsible for tutoring students who attend the Residential Studying & Tutoring (RST) sessions in the residence halls. The residential tutor will work in a common lounge area within a first-year or upper-class residence hall. During an RST session, the tutor should expect to answer student questions and facilitate student learning. The Residential Tutor may work one-on-one with students or may work with several students in a small group. No matter what the format, it is the role of the residential tutor to help students understand complex concepts and solve problems while encouraging independent work and study.

### **Qualifications**

- Successful completion of one full semester at Lehigh and a cum GPA of 2.8 or higher
- Grade of B+ or better (A- or better preferred) in the course you wish to tutor
- Faculty recommendation in the course you wish to tutor
- Excellent communication and interpersonal skills
- A genuine desire to assist your peers

### **Hours & Commitment**

- tutors must be available to tutor at least one night per week from 8-10pm

### **Additional Responsibilities & Expectations**

- Follow all Center tutoring procedures as outlined in the Procedures section on Course Site
- Complete a mandatory tutor orientation program prior to beginning tutoring
- Participate in a self-evaluation process and attend a mandatory mid-term performance meeting
- Complete all necessary paperwork in an accurate and timely manner
- Keep accurate attendance records for all Residential Studying & Tutoring Sessions
- Arrive to your shift on time and prepared to address questions about subject matter
- Maintain contact with the Center Director and be sure to communicate concerns/problems
- Keep all student information confidential as necessary
- Utilize effective tutoring techniques shared through trainings
- Do your best to help your tutee understand course material while fostering independence
- Uphold Lehigh's policies regarding academic honesty and *never* do the work for your tutee

### **Pay Rate**

- All residential tutors earn \$12/hr

*Note: Tutors are paid only for hours spent tutoring – we cannot compensate tutors for preparation time*

### **Completed Applications Include:**

- Tutor Application (2 pages)
- Professor recommendation

**Please submit completed applications to: Kelly Grim, University Center 405, 29 Trembley Drive or [kag3@lehigh.edu](mailto:kag3@lehigh.edu).** Applicants will be evaluated based on academic performance, the application, the faculty recommendation and the interview. Please note that hiring decisions are also based on the anticipated demand for tutoring and our need for tutors in the subject areas for which the applicant is looking to tutor. For more information about the tutoring position, please visit us on the web at [www.lehigh.edu/~inacsup/cas](http://www.lehigh.edu/~inacsup/cas)