

POSITION: WALK-IN TUTOR

Center for Academic Success



Position Description

The walk-in tutor is responsible for assisting students who walk in for tutoring during his shift. During a shift, the tutor may work one-on-one with several individuals; he might help one student while others are working independently; he might walk around the room while students are working and assist anyone who raises his or her hand with a question; he might choose to put several students into a small group and assist them all together; No matter what the format, it is the role of the walk-in tutor to help students understand complex concepts, solve problems on their own and become confident, independent learners.

Qualifications

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

Hours & Commitment

- All tutors must be available to tutor on a regular weekly basis for the length of the semester
- All tutors must be available to work at least 4 hrs/week
- All tutors must be available for evening and/or Sunday hours

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 walk-in 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
- 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 walk-in tutors earn \$12/hr

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

Completed Applications Include:

- Tutor Application (2 pages)
- Professor recommendation

Please submit completed applications to: Kelly Grim, University Center 405, 29 Trembley Drive. 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