

# **POSITION: GROUP TUTOR**

## **Center for Academic Success**



### **Position Description**

The group tutor runs a small tutoring group (about 6-8 students) that meets for 2 hours each week for the length of the semester. The tutor works closely with group members to help facilitate their learning and provides members with the opportunity for discussion and collaboration with their peers. It should be the goal of the group tutor to help group members 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
- All tutors must attend required training

### **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
- Adhere to the weekly tutoring limitations the Center has set for group tutoring
- Complete all necessary paperwork in an accurate and timely manner
- Communicate regularly with your group tutee(s) regarding meetings, cancellations, progress, etc
- Maintain contact with the Center Director and be sure to communicate concerns/problems
- Be courteous, act in a professional manner and be prepared for and on time to your sessions
- Respect your tutee(s) and keep all tutee information confidential
- 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 group tutors earn \$12.00 per hour

*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: Kara Uhrich via our web application.** 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 <https://studentaffairs.lehigh.edu/content/peer-tutor-position>