Academic Resource Center (ARC)
Tutor Job Description
Tutors are needed to staff the Math Lab, Writing Center, and for all the other subjects, including business, humanities, science, social, and behavioral studies.

Supervision:
Content Tutors: Amy Spencer
The Writing Center: Allen Williams
Math Lab: Stephanie Jones

Position Requirements/Job Qualifications:

- Tutors must earn a 3.5 or better in the course they wish to tutor and receive a faculty recommendation.
- Tutors must maintain a minimum overall GPA 3.0 and complete the required minimum ten-hour tutor training. Additional training will be required as needed throughout the quart, as well as supervision meetings.
- Minimum commitment of 3 hours a week.
- Additional desired qualifications include:
  - Good interpersonal communication skills and ease in relation to people from varying educational, cultural, and social backgrounds.
  - Good level of responsibility, reliability, and punctuality; able to follow directions and work well independently.
  - Appropriate and professional behavior at all times.

Position Description:
Tutors provide individual and small group tutoring assistance in their areas of demonstrated expertise. Tutors facilitate learning as a guide or coach to assist the student to become a successful, independent learner. The purpose of tutoring is to increase and enhance the mastery of concepts or application of a specific course of study. Tutors integrate effective study and learning strategies to maximize the tutee's potential for academic progress. As member of the Learning Academic Support Services team, Tutors are expected to maintain ongoing communication with their respective supervisor. Tutors are also expected to refer students to other appropriate college resources as needed.

Responsibilities for all Tutors:

- Greet students, staff, and visitors and direct them to appropriate ARC resources.
- Assist students in specific course material, to integrate study and learning strategies to promote independent learning.
- Create materials as needed
- Participate in the required basic tutor training and additional training as required by the direct supervisor.
- Make sure all appointments are accurately and efficiently entered into TutorTrac
- Complete and submit the required session documentation/forms.
- Encourage all students to complete an evaluation of tutoring experience.

- Make appropriate referrals to other campus resources and inform your Supervisor of any referral.
- To maintain confidentiality concerning their work with the tutees.
- Any other duties assigned.

Individual Content Tutor Responsibilities:

- Attend supervision sessions and observation/evaluation sessions.
- Communicate with students in the classes you tutor (email, phone, etc) to promote ARC services.

Review and Process (RAP) Content Tutor Responsibilities:

- Attend supervision sessions and observation/evaluation sessions.
- Meet with the instructor of the course they are tutoring and discuss their role as a tutor and obtain any information that will assist them to effectively tutor.
- Visit the course for which the RAP session is offered to advertise the sessions.

Writing Center Tutor Responsibilities:

- Assist ODU students in any stage of the writing process.
- Serve as a resource for any question related to documentation, including MLA and APA.