Academic Resource Center (ARC)
Tutor Job Description

Supervision:
Content Tutors, RAP Leaders, Math Lab: Amy Spencer
The Write Place: Vicki Lefevre

Position Requirements/Job Qualifications:
- Tutors must demonstrate an ability to quickly establish rapport and communicate well with students.
- Tutors must earn a 3.5 or better in the course they wish to tutor and 1 letter of faculty recommendation
- Tutors must maintain a minimum overall GPA of 3.0 and complete the required minimum ten-hour tutor training. Additional training will be required as needed throughout the quarter, as well as supervisor meetings.
- Additional desired qualifications include:
  - Good interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds.
  - Good level of responsibility, reliability, and punctuality.
  - 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 mastery of concepts or applications of a specific course of study. Tutors integrate effective study and learning strategies to maximize the tutee's potential for academic progress. As a member of the Learning and 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:
- Assist students in specific course material, to integrate study and learning strategies to promote independent learning.
- Participate in the required basic tutor training and additional training as required by the Director
- 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 tutees

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

Review with a Peer 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 sessions

Write Place 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