



Academic Success Tutor Job Description

RETURN COMPLETED APPLICATION PACKET TO:

Academic Success Center
Tutoring Services
Lile Hall, Suite 122

SUBJECT AREAS NEEDED:

Accounting – (Major Required)

Biblical Studies/Christian Studies –(only need 1 additional tutor)

Biology- (Major Required)

Business Core – (Business Administration Major Required)

Chemistry- (Major Required)

Communications- (Major Required)

English- (Major Required)

Political Science

History- (Major Required)

*Mathematics – (Major Required) Intermediate Algebra, College Algebra, Math for the Liberal Arts,
Calculus 1 & 2, Elem. Stats, and Elementary Education Math courses.*

Psychology – (Major Required)

****General CORE subjects- due to our “walk-in lab” style we need tutors who are proficient in core subjects as well as their degree area. Well rounded tutors are our greatest need.***

DUTIES:

Tutors will work with OBU students in their content areas of expertise. Tutors may work with students in a walk-in lab setting, test prep session, or one-on-one format to answer questions on course content and to aid in comprehension of course material.

QUALIFICATIONS:

Tutors must meet the following qualifications:

- Must have a minimum overall GPA of 3.25
- Must have already completed course(s) in the subject you are tutoring
- Must have obtained the academic level of a second semester freshmen
- Must provide at least 2 faculty recommendations (at least one within the department of your major)
- Must maintain confidentiality at all times

KNOWLEDGE, ABILITIES, SKILLS:

Tutors must meet the following:

- Proficient to outstanding knowledge of the content area being tutored
- Ability to work well with groups of people and individual students

- Ability to be flexible and adapt to walk-in lab style formats
- Ability to communicate well with other student success consultants, students, and faculty members
- Ability to serve as positive role models by exercising and sharing skills in time management, professionalism, and study habits

RESPONSIBILITIES:

Tutors are responsible for the following duties:

- Attend scheduled staff meetings, tutor orientation, and additional professional development training as scheduled
- Assist students' learning without doing the students' work
- Keep records of all appointments
- Report all concerns and problems to Student Success staff immediately
- Commitment to a minimum of 6 hours per week with understanding that hours per week may be less due to demand

Q&A:

I completed my application, what's next?

Your application will be reviewed within the next few days by the Academic Success Center staff. Your application will go through a verification process; once verified, you will receive notification to come in for an interview. Tutors are hired based on current academic needs of OBU students and needs within the Academic Success Center.

Are tutors paid?

YES! **\$11.00/hr.** Due to the importance of this position, peer tutors are certainly paid for their work. As this is a paid university position, there are no Work-study connections, therefore, you do not need to meet eligibility for that program. In addition, tutoring provides excellent experience for future jobs and demonstrates important skills to future employers. Tutors also become certified through the College Reading and Learning Association (CRLA) throughout their time on staff. This is both a nationally and internationally recognized organization which adds merit to any portfolio or resume.

Can I receive volunteer hours for tutoring?

Absolutely! TranServe is a program that notes all your volunteer hours each semester on your university transcript. A minimum of 20 hours of volunteer service per semester is required, and you will need to register every semester to be a part of this program. Register at <http://www.obu.edu/elrod/transerve/> Print off the hour verification form and keep up with your hours throughout the semester. If you have a minimum of 20 volunteer hours by the end of the semester, turn the form in to the Elrod Center the Friday before finals. Supervisor signatures are required.

If you have other questions about being an Academic Success Tutor, contact Lyndi Greenwich, Assistant Director of the Academic Success Center & Math Specialist, at greenwichl@obu.edu or call 245-5381.