

## Academic Learning Centre – Tutor Positions

Booth University College's Academic Learning Centre (ALC) is designed to assist students with the acquisition of skills and strategies to help students grow in their abilities contributing to their academic success. ALC tutors provide advice and feedback to students who wish to improve their academic writing, reading, studying, and researching skills, as well as offer general strategies such as prioritization and time management. The services of the ALC are offered through one-on-one appointments, group study sessions, and skill-building workshops.

For the 2024-2025 school year, the ALC will be hiring 2-3 new tutors for 3-8 hours per week. We are looking for applicants who either bring a strong grasp of grammar and writing conventions to serve as a general tutor OR who bring strong knowledge/skills in content areas of business, math or statistics to serve as a content-specific peer tutor in one or more of these areas. Ability to fulfill both roles is considered an asset.

*Peer tutors are expected to be able to:*

- Help students with time management, creating assignment outlines, and understanding assignment requirements.
- Provide basic editing and help students figure out when sentences or sections of their work are confusing or incoherent. (Tutors are not expected to be able to catch or identify all grammatical errors).
- Be able to help students use the correct guide (APA, MLA, and Chicago) and navigate rules for formatting, citations, and reference pages.

*Other duties may include:*

- Serve as an invigilator during exams for students with accessibility accommodations
- Offer content specific support and/or lead small study groups
- Assist the ALC Coordinator as needed

### **Qualifications:**

- A strong grasp of grammar and writing conventions
- Expertise in the area(s) of Business or Social Work is preferred
- Attention to detail and ability to read carefully
- Good personal time management strategies
- Ability to work independently and to prioritise tasks
- Good research skills and basic understanding of how to navigate the library database
- Minimum GPA of 3.5 (or a professor's referral)
- Minimum of 30 credit hours in post-secondary education (or a referral)
- Previous tutoring or teaching experience is considered an asset

## How to Apply:

If you are interested in applying for this position, please submit the following items to [BoothUC\\_Careers@BoothUC.ca](mailto:BoothUC_Careers@BoothUC.ca) prior to **9:00 am Monday, April 29, 2024**:

1. A cover letter that includes the following:
  - a. A clear note indicating an application as
    - i. general tutor
    - ii. content-specific tutor
  - b. A statement of the reasons you are applying for this position
  - c. Your current program of study at Booth UC (if applicable)
  - d. Highlight any specific skills or experience that make you an asset to the ALC
2. Resume of work and volunteer experience
3. Student Employment Application form <https://boothuc.ca/student-life/student-support/student-employment/> (if applicable)

Questions regarding this position may be directed to the ALC Coordinator, Talitha Kaethler – [Talitha.Kaethler@boothuc.ca](mailto:Talitha.Kaethler@boothuc.ca)