

Academic Learning Centre – Summer Tutor Position

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.

The Summer ALC Tutor is an ON CAMPUS position. The tutor will work a guaranteed 20 hours a week, with the possibility of up to 25 hours a week. Ideally, the tutor will be available 4-5 hours per day, Monday-Friday, from May 6, 2024 to August 23, 2024.

ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

Tutors are expected to:

- understand or be eager to learn the ALC's best practices and procedures
- help students with time management, developing study plans, creating assignment outlines, and understanding assignment requirements as well as engage with students through individualized feedback on assignment drafts to help them ensure they are meeting task requirements, improve their clarity and grammar, and strengthen their central arguments in their writing
- be able to help students use the correct style guide (APA, MLA, and Chicago) and navigate rules for formatting, citations, and reference pages
- be able to direct students to library resources, including navigating the library database
- attend and participate in tutor training sessions and staff meetings
- maintain all necessary records documenting student sessions and tutor hours in a timely manner

Other duties may include:

- Offering content specific support and/or lead small study groups
- Creating resource materials to support students
- update and develop new support resources for the ALC (including handouts and online content for students as well as tutor resources)
- Serving as an invigilator during exams for students with accessibility accommodations
- Other duties as assigned by the Dean of Students

QUALIFICATIONS

1. Required

- Ability to take direction, initiative, collaborate, and work independently as needed under limited supervision.
- A strong grasp of grammar and writing conventions
- Communicate clearly and concisely, verbally, and in writing
- Value academic integrity

- Attention to detail and ability to read carefully
- Excellent organizational and personal time management strategies
- An eagerness to help students be successful through teaching, modelling, and encouraging
- Good research skills and basic understanding of how to navigate the library database (or willingness to learn)
- Ability to quickly develop positive rapport with others
- Minimum GPA of 3.5 (or a professor's referral)
- Minimum of 30 credit hours in post-secondary education (or a referral)

2. Assets (Preferred Qualifications)

- Previous tutoring or teaching experience is considered an asset
- Understanding how the ALC works from the student perspective 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 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 Summer 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/studentsupport/student-employment/> (if applicable)

Questions regarding this position may be directed to the ALC Coordinator, Talitha Kaethler – Talitha.Kaethler@boothuc.ca.