

Peer Educator Program Graduate Assistant – Tutoring

DESCRIPTION:

Under the direct supervision of the Assistant Director of the Peer Educator Program, the graduate student will assist with and monitor the tutoring program.

QUALIFICATIONS:

- Enrolled full-time in a graduate degree program with minimum GPA of 3.0
- Excellent oral, written, interpersonal, and public speaking communications skills
- Preferred experience with peer education practices (e.g., tutoring, mentoring) and/ or academic support
- Knowledge of higher education culture and resources
- Thorough knowledge and background in tutoring theories and practices
- Experience with online media
- Demonstrated experience in planning and facilitating training
- Experience in management, supervision, or leadership
- Demonstrates positive attitude, self-motivation, and the ability to be flexible in a fast-paced environment
- Experience with assisting in program development
- Must be willing to make a commitment of one academic year
- Interest in the field of education preferred

RESPONSIBILITIES:

- Maintain 20 office hours per week
- Attend meetings for professional staff (weekly), tutors (monthly) and the PEP staff (twice/semester)
- Attend weekly meetings with the Assistant Director
- Investigate benchmarking institutions of higher education in tutoring and student success; Conduct research on topics related to peer education
- Assist with the evaluation of tutors
- Conduct on-the-spot checks of tutors for supervision
- Track participants' completion of the CRLA tutor training using department database
- Facilitate PEP CRLA tutor training
- Assist in the upkeep of the WEAVE evaluation results
- Refer problematic issues to the Assistant Director when necessary
- Assist with special events presented by the Center for High Impact Practice (e.g., staffing tables and/or giving presentations)
- Assist with marketing the CRLA training to the ODU community
- Assist with data input and analysis
- Assist with the maintenance of various databases, schedules, and systems for the upkeep of the tutoring program
- Provide customer service by occasionally greeting and assisting with office visits and phone calls
- Assist in the management of tutors and upkeep of the tutoring program
- Assist in the development of new techniques for tutoring and tutor training
- Assist with special projects as assigned

COMPENSATION:

The Graduate Program Assistant for Tutoring is paid an \$11,000 stipend for the academic year. The assistantship begins on August 10, 2016 and ends on May 09, 2017. This assistantship requires a one academic year commitment.

HOW TO APPLY

Students may apply for the PEP Graduate Assistant – Tutoring position by completing the following:

- Cover letter
- Resume/CV
- Unofficial college transcript
- List of References (two professional, one personal)

SUBMIT ALL MATERIALS TO:

Attn: Taia Reid
Old Dominion University
Peer Educator Program
2016F Student Success Center
1262 W. 43rd Street
Norfolk, VA 23529

OR

Email: **TLREID@odu.edu**

Please contact the Assistant Director of the Peer Educator Program, Taia L.C. Reid, with questions at TLREID@odu.edu or 757.683.5347

For more information, please visit our website: <https://www.odu.edu/peereducator>