Peer Tutoring Graduate Intern Position
The Learning Center, Division of Student Life

The mission of The Learning Center is to provide students and staff with opportunities to increase and enhance their academic skills and abilities through cultivating effective learning practices. We support investment in learning and studying and respect individual learning styles. We believe in creating an environment that is conducive to learning as well as serving as role models. With the goal of creating lifelong learners, we strive to support students' endeavors towards self-confidence and higher academic achievement and performance.

The Learning Center provides course-specific support in a variety of academic subjects. Peer Tutors are current USF students who have demonstrated academic excellence in their subject and receive on-going training in fostering academic success in others. Peer Tutors are available for 1:1 appointments and small group appointments. While Graduate Interns do not tutor themselves, they play an important role in assisting tutors develop the necessary skills to promote higher-order thinking skills (i.e. Bloom’s Taxonomy) for a deeper understanding of course material and learning strategies.

Primary Activities
Responsibilities within this position include but are not limited to:

1. Supervising and serving as a resource for all Peer Tutors
2. Observing Tutoring appointments and providing performance feedback
3. Assisting with the development and delivery of ongoing trainings and staff meetings in alignment with College Reading and Learning Association (CRLA) guidelines
4. Managing tutor requests by connecting students to the appropriate form of academic support
5. Managing all scheduling processes and serving as the lead point of contact for Peer Tutor scheduling questions/concerns
6. Assisting with designing, organizing, and analyzing new and existing online tutoring environments
7. Managing weekly programmatic email updates that inform staff on upcoming deadlines and pertinent information
8. Working closely with the Learning Center Director to identify and pursue opportunities for tutor recognition and program promotion of services within the campus community
9. Assisting in the preparation and approval processes for all Peer Tutor timesheet submissions
10. Completing other duties as assigned by the Learning Center Director

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Additional Expectations
1. Maintaining positive working relationships with USF faculty and staff
2. Collaborating with other Learning Center programs on joint campus events (i.e. Tutorpalooza)
3. Participating in Learning Center events and professional development opportunities
4. Modeling appropriate professional attitudes and behaviors to staff, faculty, students, and others on and off campus

Professional Competencies
Outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2015), the primary competency areas that the graduate intern will develop, include:

- **Leadership (LEAD):** The Leadership competency area addresses the knowledge, skills, and dispositions required of a leader, with or without positional authority. Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, and affect change in organizations and respond to broad-based constituencies and issues. This can include working with students, student affairs colleagues, faculty, and community members.

- **Organizational and Human Resources (OHR):** The Organizational and Human Resources competency area includes knowledge, skills, and dispositions used in the management of institutional human capital, financial, and physical resources. This competency area recognizes that student affairs professionals bring personal strengths and grow as managers through challenging themselves to build new skills in the selection, supervision, motivation, and formal evaluation of staff; resolution of conflict; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology, crisis management, risk management, and sustainable resources, risk management and sustainable resources.

- **Student Learning and Development (SLD):** The Student Learning and Development competency area addresses the concepts and principles of student development and learning theory. This includes the ability to apply theory to improve and inform student affairs and teaching practice.

Qualifications
Applicants who are graduate students enrolled in USF’s School of Education are preferred. This position requires strong organizational and communication skills, a strong interest in education.
and adult learning theory, strong computer skills, and the ability to work effectively with others. The ability to maintain professionalism under stress is also required. Prior tutoring and/or supervisory experience is preferred.

**Time Commitment and Compensation**
A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. This position will work M-F (some evenings and/or weekends required) at a rate of $20.00 per hour for up to 370 hours per semester (25 hours per week for 2 weeks prior to the start of the semester; 20 hours per week during the semester). Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the host department. Please note all compensation is taxable.

**Supervisor**
Director, The Learning Center

**Application Procedure**
Please contact lwc@office.usfca.edu or 415-422-6713 for details on how to apply.

More information about our Peer Tutoring program can be found here: [https://myusf.usfca.edu/student-life/lwc/peer-tutoring-information](https://myusf.usfca.edu/student-life/lwc/peer-tutoring-information)
USF is an Equal Opportunity/Affirmative Action Employer. We particularly encourage minority and women applicants to apply for all positions. The University provides reasonable accommodations to individuals with disabilities upon request.

*Established as San Francisco’s first Institution of higher learning in 1855, the University of San Francisco presently serves over 9,000 students in arts and sciences, management, education, nursing, and law. The University is a private Catholic and Jesuit Institution and particularly welcomes candidates who desire to work in such an environment.*

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