STUDENT EMPLOYMENT POSITION AVAILABLE

Hiring Department: Learning Enhancement Center  
www.laverne.edu/lec

Job Position Title: Peer Tutor, BIOLOGY

Position Start Date: August 24, 2012

Employment Hours: Flexible based on hours of operation; some evening and/or weekend availability preferred

Position Description: The Learning Enhancement Center is currently recruiting for a biology tutor for the 2012-2013 academic year. Peer tutors in the LEC play a critical role by supporting students in their pursuits for academic success. Students interested in becoming peer tutors should be prepared to offer tutoring to students enrolled in introductory and/or upper-division biology courses (esp. BIOL 101, 204, 205, 302, 314, and/or 316). Please visit the LEC webpage for additional position information and to download the employment application and faculty recommendation form.

Position Responsibilities: Job responsibilities include (1) tutoring students on an individual or group basis, (2) familiarizing yourself with available hardcopy & electronic LEC resources, (3) gathering & reporting accurate student & session data, (4) reporting issues to the LEC Directorial staff, (5) attending a paid one-day tutor training orientation prior to the start of each semester, (6) attending at least two paid staff & training meetings throughout the semester, (7) presenting one workshop for students per semester, (8) participating in the Peer Tutor Mentoring Program as a mentee your first semester, and (9) performing other duties as assigned by LEC staff.

Position Requirements:  
• Currently enrolled Biology major at the University of La Verne;  
• Minimum cumulative GPA of 3.0 or better;  
• Letter grade of B or better in any course for which they wish to tutor;  
• A strong understanding of chemistry;  
• A sensitivity to and a willingness to assist students from a variety of socioeconomic, cultural, ethnic, and academic backgrounds as well as students with disabilities; and  
• The ability to communicate challenging concepts or material to students through a variety of tutoring and/or instructional methods.

Supervisor Information:  
Corrine Hinton, Director, Learning Enhancement Center  
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