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

Job Position Title: Peer Tutor, Business

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 business 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 courses within the Business Administration major (including statistics, finance, Legal Environment of Business, Management Info Systems, Applied Quantitative Analysis, etc.). 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 Business Administration major;
• 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 accounting;
• 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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