STUDENT EMPLOYMENT POSITION AVAILABLE

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

Job Position Title: Peer Tutor, BUSINESS

Position Start Date: August 26, 2013

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

Position Description:
The Learning Enhancement Center is currently recruiting Business tutors for the 2013-2014 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 Business courses. We are especially seeking students who can provide tutoring in statistics (BUS 270), Quantitative Analysis (BUS 274), and Finance (BUS 330). CAPA students are especially encouraged to apply. Please visit the LEC webpage 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 year, (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 student majoring in Chemistry;
- Minimum cumulative GPA of 3.0 or better;
- A grade of B+ or better in any course for which you wish to tutor;
- 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;
- The ability to present course material and LEC information to students in an interesting and knowledgeable way; and
- The ability to communicate challenging concepts or material to students through a variety of methods.

Supervisor Information:
Dr. Corrine Hinton, Director, Learning Enhancement Center
- (909) 448-4775
- chinton@laverne.edu

www.laverne.edu/lec