STUDENT EMPLOYMENT POSITION AVAILABLE

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

**Job Position Title:** Peer Tutor, JAPANESE

**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 Japanese 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 Japanese courses (e.g. 100/101, 210/211, 320/321). 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 (undergraduate or graduate) with a demonstrable proficiency in Japanese or whose native language is Japanese;
- Minimum cumulative GPA of 3.0 or better;
- 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) 593-3511, ext 4842 • chinton@laverne.edu