



## Summer Bridge Tutor Job Description 2017

### The APEX Scholars Program

APEX Scholars is an alternative admissions program created to help students transition to Wayne State University. The program is based on the philosophy that students who are motivated and committed to invest the time; can succeed academically when provided with individualized support services.

### The Summer Bridge Program

The Summer Bridge Program serves a diverse community of entering undergraduates in a comprehensive eight-week academic residential program. It introduces students to the structure and rigor of the research university, provides them with opportunities to foster meaningful academic and social connections with peers, staff, and faculty, and challenges them to take ownership of their academic journeys. Scholars enroll in two courses in addition to a Learning Strategies Workshop, and are each assigned an Academic Advisor and Peer Advisor to ensure successful transition from high school to Wayne State.

### The Summer Bridge Tutoring Position

Peer tutors are viewed as academic student leaders and are significant contributors to the Wayne State University community. We believe Peer Tutors provide wonderful motivation for learning and act as a role model to their fellow peers. As members of the APEX Scholars staff, Peer Tutors work on an individual basis or in a small group sessions to answer questions on course content and to provide study strategies to aid in the mastery of course content.

### Essential Duties

Peer Tutors are expected to assume the duties and responsibilities identified below. While this job description is general enough to apply to all Peer Tutors, Tutors may be expected to perform additional functions that might be needed in their respective subject fields.

- Attend tutor training sessions (Monday, June 19<sup>th</sup> – Wednesday, June 21<sup>st</sup>) in order to begin tutoring each semester; participate in staff meetings.
- Complete and submit electronic reports of tutoring sessions in an accurate and timely manner.
- Contact assigned tutees in a timely and professional manner to schedule sessions.
- Be punctual for all scheduled tutoring sessions. It is your responsibility to notify your tutee and the Instructional Support Coordinator as soon as possible if you cannot meet with your assigned tutees.
- Utilize effective tutoring techniques shared through trainings and promote utilization of resources and independent learning.
- Report any problems or concerns to the Coordinator immediately.
- Serve as a role model for all students seeking academic assistance.
- Follow APEX and university policies; establish and maintain credibility within the community; and behave in accordance with the University's values and expectations.

### Hours

Summer Bridge runs from **Sunday, June 25, 2017, and ends in the afternoon on the date of the closing of the residence halls Friday, August 18, 2017.** Working hours are as follows:

### REQUIRED WORKING HOURS EACH WEEK

Monday	2:30pm – 8pm	(4.5 hours, 1 hour is free dinner in Towers Dining Hall, unpaid)
Tuesday	6:00pm – 8:00pm	(2 hours, optional unpaid dinner in Towers from 5pm – 6pm)

Wednesday 2:30pm – 8pm (4.5 hours, 1 hour is free dinner in Towers Dining Hall, unpaid)  
TOTAL HOURS 11 HOURS/ WEEK

### **OPTIONAL HOURS EACH WEEK**

Faculty Meeting @ Towers

Tuesdays from 1-2pm (1 hour)

- Tutors would have the option to work additional hours by picking up optional evening hours after 8:00pm for students who require additional support.

### **Compensation**

- \$9.00/ hour

### **Necessary Skills**

The best candidates to be Peer Tutors are highly dependable, have excellent communications skills, strong recommendations from their instructors, and an ability to work well with their peers. All individuals in the Peer Tutor position should exhibit many of the following skills:

- Mastery of subject being tutored
- Good overall academic ability
- Ability to maintain confidentiality
- Good interpersonal and communication skills
- Ability to work well with peers and university faculty
- Ability to be empathetic to students having difficulties
- Ability to maintain accurate records of tutoring sessions

### **Qualifications**

Peer Tutors are selected on the basis of academic skill, leadership, character, and the ability to communicate well with others. Tutors are expected to have extensive knowledge of the subject they are hired to tutor and the ability to communicate that knowledge to their peers. We expect that Peer Tutors will have a positive perspective of Wayne State University. All individuals in the Peer Tutor position must meet the following minimum qualifications:

- Overall GPA of 3.00
- Earned a B+ or higher in the course(s) one will tutor
- Good standing with the college