



STUDENT EMPLOYMENT OPPORTUNITY

Posting Date: July 22, 2013
Department: Student Services

Position: Academic Support Center – Writing Tutor

Supervisors: Christy Martin & Domani Pothen

Hours per Week: 6 # of Jobs Available: 2

Job Description:

To serve and support the academic needs of students at Multnomah University, coach students in developing better time management and/or study skills, and provide direct assistance with class work.

Qualifications

- Sophomore, Junior, or Senior with two semesters experience at Multnomah University.
- Successful completion of coursework in subject matter relevant to appointment.
- Strong Christian testimony and role-model to peers.
- Excellent verbal communication skills.
- Minimum of six hours availability on a regular basis each week to tutor, facilitate study groups, or workshops related to academic success.
- Desire to promote academic success on campus and be an advocate of the support services.
- High recommendation from three professors, with a minimum of two Multnomah faculty members.
- Commitment to six hours per week the entire semester.

Responsibilities

- Provide tutoring services with students on a scheduled or drop-in basis weekly up to six hours.
- Be aware of other support services in Student Services should a student need to be referred to the Counseling Center, Wellness Center, Disability Services, or the student Deans.
- Work to build positive relationships with students that meet their needs and provide a safe and welcoming environment.
- Track number of students seeking assistance and collect feedback data from tutees.
- Develop promotional materials, workshops, or outreach information for the Academic Support Center during times when students are not in the center.
- Serve as a member of the tutoring team and attend weekly meetings with the faculty advisor.
- Work collaboratively with faculty, other departments on campus, as well as the Academic Success class to promote the Academic Support Center.

Experience & Skills Needed:

Successful completion of coursework in subject matter relevant to appointment. Desire to promote academic success on campus and be an advocate of the support services. Excellent communication skills.

To Apply: Submit a completed application and one page resume (optional) to the hiring supervisor for this position. Please turn those in at the supervisor's office, not the Student Employment office. If available, bring your class/ministry/other employment schedule with you when you drop off your application. If the supervisor thinks you may be a good fit for the position they will contact you directly to set up an interview.

If you have questions regarding this position please contact: Christy Martin at cmartin@multnomah.edu.

If it's Bible you want, then you want Multnomah!