

Allen College seeks to hire a Student Tutor

Posting ID # 149059

Allen College seeks to hire a student tutor. The Tutor reports to the Coordinator of Student Success and Engagement. The Tutor provides small group tutoring to students in subject areas assigned and assists students in improving academic achievement by meeting with them on a regular basis to discuss course content, answer questions and explain general concepts. The Tutor aids students in their overall comprehension of the course material – without giving away the “answers.” Tutoring is a supplement to teaching. Tutors are not expected to know everything about the subject for which they tutor, nor are they expected to perform test reviews or reteach course content.

In compliance with the Clery Act, Allen College publishes an Annual Security report containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at [ASR Report - Final 9-27-23.pdf \(allencollege.edu\)](#). A paper copy is available upon request.

Qualifications

1. Need to have completed the course you are interested in tutoring at Allen College and received a grade of “B+” or above in that course. Preference will be given to current Allen College students.
2. Be responsible, dependable, and mature.
3. Able to communicate effectively.
4. Be friendly, patient, and sensitive to a diversity of students.

Responsibilities

1. Check your personal and course e-mail accounts every day for new inquiries from students.
2. Be punctual for all scheduled tutoring sessions. It is your responsibility to notify the individual students (or the Student Success and Engagement Office if it is too late) if you cannot meet with your students.
3. Complete and hand in timesheets by assigned dates.
4. Be a role model.
5. Assist students to be successful by teaching the study skills that helped you to be successful in the course; model how to think about and process the course content.
6. Show students how to use their notes and reading materials to help clarify course concepts.
7. Demonstrate a commitment to the mission and goals of the College and to Allen College’s core values.
8. Demonstrate the UnityPoint Health FOCUS Values and Standards of Behaviors as well as adheres to policies, procedures and guidelines.
9. Work effectively within the daily mental and physical stresses of the job which include but are not limited to meeting deadlines, attending meetings, and working with the public, students, faculty and staff.

Allen College is an Equal Opportunity Employer.

allencollege.edu



Allen College
UnityPoint Health

Allen College was recognized in The Chronicle of Higher Education as a Great College to Work For in 2023. Allen College was given Honor Roll status and received recognition in several categories including: job satisfaction and support; compensation and benefits; mission and pride; supervisor/department chair effectiveness; confidence in senior leadership; faculty and staff well-being; shared governance; and faculty experience.

For more information, contact:

Shanna Pikora

(319) 226-2007

Shanna.Pikora@allencollege.edu

Allen College, 1825 Logan Avenue, Waterloo, Iowa 50703

www.AllenCollege.edu

To apply:

Applicants can apply at <https://careers-unitypoint.icims.com/jobs/intro?hashed=-435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300> and search for posting ID # 149059.