Southern Connecticut State University

Location: Buley 303

Phone: (203) 392-8967

Email: ASC@southernct.edu

**Academic & Writing Specialists Fall 2019**

**Pay Rate:** Class 1/$10.10 per hour (undergraduate), $12.00 - $15.00 per hour (graduate)

**Student Affairs Employment Program:**

This program empowers students to reach their full personal potential in preparation for the workforce by developing practical and professional standards.

**Position Description:**

Academic and Writing Specialists are high-achieving undergraduate and graduate students at SCSU who offer tutoring support in a variety of disciplines to current SCSU students. Academic and Writing Specialists aid students in achieving academic success by helping them to develop an understanding of course content, the academic writing process, and effective study strategies.

**Job Duties:**

* Provide individualized tutoring support during appointment and/or drop-in tutoring sessions for current SCSU students in the Academic Success Center
* Utilize approved tutoring techniques and strategies to assist students with learning course content and developing effective study strategies
* Assess student progress throughout tutoring sessions and adjust tutoring methodology as necessary
* Attend all trainings and meetings as required by Academic Success Center Associate Director/Director
* Adhere to the guidelines, policies, and procedures of the Academic Success Center and SCSU as outlined in the Academic Success Center Training Manual
* Demonstrate professionalism, responsibility, punctuality, and academic integrity
* Model positive and appropriate student behavior when representing the Academic Success Center
* Maintain privacy and confidentiality of student information including course progress and performance
* Complete tutoring session reports and any other required documentation by established deadlines

**Qualifications:**

* Current SCSU undergraduate or graduate student
* Minimum 3.0 overall GPA *(must be maintained throughout employment as Academic/Writing Specialist)*
* Earned grade of A or B in the course(s) for which you will be tutoring
* Endorsement from faculty and/or department chair for each discipline to be tutored *(will be obtained by Academic Success Center after application is received and minimum grade and GPA are confirmed)*

**Preferred Skills:**

* Ability to effectively communicate with a diverse student population
* Strong study skills and successful student habits and behaviors

**Student Learning Outcomes for this Position Include:**

* Develop knowledge and skills related to their academic and professional goals
* Apply effective academic skills, strategies, and behaviors
* Demonstrate effective critical thinking and problem-solving skills
* Identify student learning preferences and adapt tutoring methodology as appropriate
* Provide individualized support to meet the varied academic needs of a diverse student population

**Schedule:** Tutoring hours are flexible but must take place during regular hours of operation**.** Academic and Writing Specialists are expected to maintain a consistent schedule for the entirety of the semester.

**How to Apply:** Complete an *Academic & Writing Specialist Application*. Writing Specialist applicants must include two academic writing samples. Technical and creative writing samples will not be considered. Please return all completed application materials and refer questions to:

Nicole Barbieri, Associate Director

Academic Success Center

Buley Library, Room 303

Email: barbierin4@southernct.edu

Phone: (203) 392-8967