

Stanford | Summer Academic Resource Center

SUMMER TUTOR SUMMER TUTOR PROGRAM SUMMER ACADEMIC RESOURCE CENTER ~20 POSITIONS

Summer Academic Resource Center Overview: The Summer Academic Resource Center (SARC) is home to the two academic support programs offered to students enrolled in Summer Quarter– the Summer Tutor Program and Academic Advising. SARC serves all summer students: Stanford matriculated students, visiting students from other universities, and high-achieving high school students from around the world enrolled as visiting undergraduate students. The Summer Tutor Program hires ~20 tutors in a wide range of subject areas, providing group and individual tutoring and academic support programming. Academic Advisors advise visiting students on appropriate classes, assisting them with the add/drop and petition processes and working with tutors, residential staff, Summer Session personnel, High School Summer College staff, and other University offices as needed to ensure the academic success of students.

Position Overview: Reporting to the SARC Tutor Manager, Summer Tutors often work in multiple subject areas and are assigned students according to academic subject. In addition to holding regular drop-in group tutoring sessions, tutors design, promote, and implement academic workshops and study sessions. Tutors serve as academic role models for students.

Essential Functions:

Role Model and Leadership. As Summer Tutors are highly visible within the Stanford Summer community, they are expected to conduct themselves professionally at all times. As role models, Summer Tutors should welcome and encourage openness to differences of race, class, gender, religion, sexual orientation, and nationality among residents.

Academic Tutoring. Tutors provide drop-in group and individual tutoring to the Summer Session population. These sessions may be course- or subject-specific.

Academic Workshops. Tutors develop, promote, and conduct workshops and review sessions based on the needs of the Summer Session population. These workshops or review sessions may be course- or subject-specific or focus on academic skills such as study techniques or essay writing.

Administrative duties. In addition to assisting with the general administration of the Summer Tutor Program, Tutors attend a weekly staff meeting and participate in professional development sessions. They also complete tracking and assessment paperwork.

Ideal Candidate: The successful candidate will have proven academic success in the subject areas and/or courses they wish to tutor. There will be opportunities for collaboration among Tutors, but the majority of each tutor's work will be done individually. As such, the ideal candidate will be highly autonomous and able to multitask and manage multiple assignments. Summer Session is highly diverse, requiring tutors to be culturally sensitive and to possess impeccable written and oral communication abilities.

Terms of Employment:

Program Dates. The Tutor contract will run from June 19th through August 20th, 2017.

Training. All Tutors are required to attend and actively participate in all staff training sessions for the Summer Tutor Program held one week prior to the start of the Summer Quarter (June 19 – June 23), and to represent the program during Welcome Weekend events (June 24 - 25), as needed. Failure to attend training or assigned Welcome Weekend events is grounds for dismissal.

Conduct and Policy Enforcement. Each Tutor will adhere to, administer, and enforce policies and procedures as outlined in the Fundamental Standard, Behavioral Agreement, Honor Code, Alcohol/Substance Abuse Policy, all other applicable University and Pre-Collegiate policies.

Background Check. All Tutors must successfully complete a background check before Summer Quarter begins.

Compensation: The Summer Tutor position is a part-time, 20-hour per week position with an hourly pay rate of \$17/hour for undergraduate students and \$26/hour for graduate students.

Application Details:

To apply, complete an online application found here:

<https://stanfordsummercollege.formstack.com/forms/2017summertutorapp>

The application asks for a resume, transcript, and the name of one academic reference. Qualified applicants will be invited to interview for the position. Applications will begin being reviewed on March 20th and will continue on a rolling basis.

Questions?: Contact Nicole Berkin, Assistant Director for Admissions and Academic Support, Stanford Summer Session, nberkin@stanford.edu