Position

SUMMER TUTORS FOR SARC SUMMER TUTOR PROGRAM (AROUND 20 POSITIONS)

Description

SUMMER ACADEMIC RESOURCE CENTER OVERVIEW

The Summer Academic Resource Center (SARC) is home to the two academic support programs offered to students enrolled in the 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 around 20 tutors in a wide-range of subject areas, providing drop-in 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, and other University offices as needed to support the academic success of students.

POSITION OVERVIEW

Reporting to the SARC Tutor Manager, Summer Tutors often work in multiple subject areas. In addition to holding regular drop-in tutoring sessions, tutors design, promote, and implement academic skills workshops. Depending on tutor qualifications, some tutors work as both subject area tutors and foreign language conversation partners. Tutors serve as academic role models for students.

ESSENTIAL FUNCTIONS

Role Model and Leadership. As Summer Tutors are highly visible within the Stanford Summer Session 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 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 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 CANDIDATES
The successful candidate will have proven academic success in the subject areas 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. Stanford 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 18 through August 20, 2018.

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 18–June 22), and to represent the program during Welcome Weekend events (June 23–June 24), 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 Summer Session policies.

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

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

APPLICATION DETAILS
To apply, complete our online application. 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 be reviewed on a rolling basis until late May.

If you cannot access the application link above, please copy and paste the following URL into your browser: https://stanfordsummer.formstack.com/forms/2018summertutorapp

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