Summer Academic Resource Center Overview: The Summer Academic Resource Center (SARC) provides academic support to students enrolled in Summer Quarter through 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 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 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.

Subject Area Tutoring. Tutors provide drop-in tutoring in STEM and in Writing to the Summer Session population.

Language Conversation Partners. In addition to subject area tutoring in STEM and in Writing, some tutors also work as LCP’s in the foreign languages offered during summer.

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 skills 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 and a genuine interest in the subject area(s) they wish to tutor. Experience in tutoring or teaching is preferred. 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.

**Terms of Employment:**

**Program Dates.** The Tutor contract will run from June 17th through August 20th, 2019.

**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 17th - June 21st). Failure to attend training 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://stanfordsummer.formstack.com/forms/2019summertutorapp](https://stanfordsummer.formstack.com/forms/2019summertutorapp)

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 through late May.

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

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*Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.*