Cascadia College, co-located on a campus with the University of Washington Bothell and located approximately 18 miles northeast of Seattle, is seeking an innovative, collaborative and dynamic individual for the position of **Peer Tutor**.

The successful applicant will have the following qualifications:

**Minimum Qualifications:**
- Current enrollment in at least 6 credits or in enrollment status at a 2-year or 4-year institution
- GPA requirements:
  - Math tutor: minimum 3.0 cumulative GPA in math courses
  - Writing tutor: minimum 3.0 cumulative GPA in writing courses
- Minimum course completion:
  - Math tutor: MATH 142 or equivalent
  - Writing tutor: ENG 101 or equivalent

**Preferred Qualifications:**
- Course completion:
  - Math tutor: MATH 152 or above
  - Writing tutor: ENG 102 or equivalent

**Knowledge, Qualities, and Skills:**
- Excellent understanding of concepts, theory, and practice in specific subject matter
- Excellent interpersonal skills and ability to communicate effectively and positively with students, instructors, and other college staff
- Ability to work independently and as a member of the tutoring team
- Ability to exercise sound judgment
- Ability to work effectively with a diverse student population

**Primary Duties:**
- Successfully complete a tutor training program during the first quarter as a tutor
- Assess the needs of students visiting the Math and Writing Center
- Assist students in understanding course content and improving study skills using a student centered, dialogue based approach with the goal of helping students become independent learners
- Complete mandatory continuing development requirements each quarter
- Help students develop positive attitudes toward learning and studying
• Provide academic assistance and support to students in one-on-one and small group settings
• Offer periodic presentations to classes describing tutoring center services, policies, and procedures
• Attend on-campus staff meetings
• Submit timesheets and any additional required paperwork to supervisor in a timely manner
• Follow and enforce Math and Writing Center policies and procedures
• Represent the college in a professional manner in all matters related to class standards, grades, and student complaints
• Adhere to FERPA laws
• Model appropriate professional attitudes and behaviors to staff, students, and others
• Maintain regular working hours
• Other duties as assigned

Terms of Employment

Complete information about Cascadia College: www.cascadia.edu/employment.

Applicants must submit the following for a complete application:

• Tutor application (math or writing, respectively)
• Current resume
• Unofficial college transcripts for the last two years
• 1 academic reference from a faculty member in your intended tutoring area, preferably a Cascadia faculty member
• Prospective writing tutors must also submit a writing sample, preferably a research or analysis paper from ENG 101 or ENG 102

Applications submissions should be sent to lburke@cascadia.edu; please write in the subject line of the email “Peer Tutor Application”

Application materials become the property of Cascadia Community College.

Cascadia Community College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Applicants are encouraged to apply without regard to disabilities, race, color, religion, sex/and or gender, sexual orientation, national origin, age, genetic information, marital or veteran status or the presence of a non-job related medical condition. Persons with disabilities needing assistance in the application process may call (425) 352-8880.