

# CASCADIA COLLEGE

BOTHELL • OUR COMMUNITY'S COLLEGE

## Peer Tutor

Full- or Part-Time:	Part-Time, Hourly	Salary:	\$14.75/Hr.
FLSA Status:	Not Eligible for Overtime	Supervising Position:	Asst. Director of the Bock Learning Center
Duration:	Temporary	Union Representation:	N/A

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/STEM tutor: minimum 3.0 cumulative GPA in math coursework
  - Writing tutor: minimum 3.0 cumulative GPA in writing coursework
  - Public speaking tutor: minimum 3.0 cumulative GPA
- Minimum course completion:
  - Math/STEM: completion of at least *one* of the following with a 3.0 or better: MATH 107, 141, 146 or 147
  - Writing tutor: ENG 101 or equivalent
  - Public speaking tutor: ENGL 095 or equivalent and CMST&220 with a 3.0 or better

#### Preferred Qualifications:

- Completion of additional coursework in the intended tutoring area provides applicants with valuable experience that can inform their work as a peer tutor. Our preference is for applicants who have completed one or more of the following courses:
  - Math/STEM tutor: MATH 085, 095, 142, 148 and/or 151; CHEM 139 and/or 161; PHYS&221
  - Writing tutor: ENGL 095, 099, and/or 102

#### Knowledge, Qualities, and Skills:

- The ability to communicate effectively with students, instructors, and other college staff
- The ability to support student learning in a manner that is patient, respectful, and empathetic
- Excellent understanding of concepts, theories, and practices in tutoring subject area(s)
- Ability to work independently and as a member of the tutoring team
- Ability to exercise sound judgment in work with students and co-workers

- Ability to work effectively with a diverse student population

**Primary Duties:**

- Successfully complete a tutor training program prior to the first quarter as a tutor
- Assess the needs of students visiting the Learning Center
- Assist students in understanding course content and improving study skills using a student centered, dialogue-based approach
- Complete professional development activities 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 quarterly staff meetings
- Submit timesheets and any additional required paperwork to supervisor in a timely manner
- Follow and enforce Learning 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
- Other duties as assigned

**Terms of Employment**

Complete information about Cascadia College: [www.cascadia.edu/employment](http://www.cascadia.edu/employment).

**Applicants must submit the following for a complete application:**

- **Tutor application (Math/STEM or Writing, respectively)**
- **Current resume**
- **Unofficial college transcripts for the last two years**
- **One 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 Dr. Sarah Tsai at [stsai@cascadia.edu](mailto:stsai@cascadia.edu); **please write “Peer Tutor Application” in the subject line of the email.**

Application materials become the property of Cascadia College.

Cascadia 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.