Job Description: OSD Tutor
Updated 12/14/12

WHAT YOU CAN EXPECT

- To assist students with immediate needs such as preparing for assignments, projects, or tests in your subject area of expertise
- To assist students with long-term needs such as improving their time management, organization, and/or study skills.
- Together with other tutors, to develop academic resources to help fellow students (i.e., study guides, major-specific “Helpful Hints”, test bank)

CONSIDER THE BENEFITS!

- Earn a competitive wage with incentives for every semester on staff (Starting salary is $9.25 per hour; $10 per hour for graduate-level tutors)
- Work around your schedule (and save money on gas by working on campus!)
- Resume-building (leadership, problem management and analysis, and program planning opportunities)
- That good feeling of helping and getting to know others
- Be part of the Student Leadership on Woodbury’s campus

YOUR TIME COMMITMENT

- Drop-in Tutoring (85%)
  o Approximately 5-16 hours/week, based on your availability and the subjects for which you can tutor.
  o Additional hours only if special appointments are arranged.
- Tutor Training* (10%)
  o Pre-semester (1.5 hours): Wednesday of 1st week, 12:15pm-1:45pm
  o Mandatory staff meetings (1 hour, every 2-3 weeks): Wednesdays, 12:15-1:15pm
- Student Leader Trainings and Gatherings* (5%)
  o Pre-semester weekend retreat (pre-Fall only)
  o Pre-semester week-long training (Mon-Fri 2 weeks prior to Fall; 1 day prior to Spring)
  o Mid-semester in-services (1.5 hours each, 2-3 times/semester)
  o Hiring preference given to students who complete PPDV 220 Leadership class, 0 or 1 unit, 7 weeks (unpaid)

*All trainings and meetings are paid except for PPDV 220.

YOUR QUALIFICATIONS

- Overall GPA of 3.2 or better (campus and cumulative)
- A grade of “A” in the class/subject for which you will tutor
- Minimum 24 units completed at Woodbury or one (1) semester at Woodbury for transfers or graduate students
- Effective communication and problem solving skills in adapting to different students’ needs
- Patience, respectfulness, and professionalism in behavior and speech
- Punctuality, reliability, and honesty as a Woodbury employee

HOW TO APPLY:
Go to the my.woodbury.edu → Students tab → Student Leadership.
Questions? Email osdwhit@woodbury.edu
How do Tutors fit in as Woodbury Student Leaders?

Student Leadership

Student Leaders play a vital role in shaping campus life. While the leadership opportunities are diverse, each position carries the common goal of promoting academic excellence and purposeful engagement within and beyond the Woodbury community.

Student Leaders are able to affect change on campus through mentoring, advocacy, peer education, and program planning. They experience the fulfillment of service, as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.