

Tutoring Subject Team Lead

Hiring Process and Qualifications

Team leads must have prior experience as a tutor at ASU and good communication skills in addition to all other qualifications of peer tutors. Interested students must apply and interview each semester. After interviewing names of team leads will be submitted as either peer or embedded tutors to Title III for approval and hiring.

Training

Team leads will attend training at the beginning of the semester, during the first week of classes, and take part in monthly training meetings throughout the semester. Training topics include ethics of tutoring, working with students from diverse back grounds, working on a team, and other topics deemed relevant at the time.

Proposed Changes to the Tutoring Program to begin in Spring 2017

1. **Addition of a tutoring shift from 12 – 2 pm.** This will allow us to accommodate “non-traditional” students that work full-time in the evenings or have small children at home.
2. **Assignment of tutoring shifts.** Currently tutors work 4:30 – 8:30 pm, preventing them from eating dinner on campus. Starting in the Spring tutors will sign up for shifts in 1 hour increments.
3. **Establishment of a SI leader “work space” in the AARC office for lesson planning and materials preparation.** This space already exists, I would like to open it to use by our embedded tutors. This will give tutors greater access to necessary materials for lesson planning and preparation such as a computer, printer, markers, and flip charts.
4. **Creation of tutoring subject teams.** Appointment of a tutor as a tutoring team lead to coordinate schedules among the tutors on the team. Team will consist of tutors (peer and embedded) that all provide service for the same subject. The team lead will meet with the tutoring team and the SI supervisor weekly to facilitate and coordinate any concerns that arise.
5. **Embedded tutors will receive training in the UMKC model of supplemental instruction and provide three 50-minute SI sessions per week.** This training represents a “best practice” used around the world to assist students in learning how to study and become independent learners.