Online Peer Tutor (eTUTOR) Announcement
Learning Center
Office of Academic Affairs

Now accepting applications for online peer tutors to support reTHINK PSU initiatives in the following disciplines:
Geography (230)  Statistics (243-244)  Economics (201-202)

Compensation:  $12/hour (UG)  $13/hour (GR)
Weekly hours vary by term, course and instructor (typically 4-12 hours weekly)

Goal of reTHINK: To deliver an education that serves more students with better outcomes, while containing costs through curricular innovation, community engagement and effective use of technology.

Our mission at the Learning Center: Fostering the learning process by empowering PSU students to accomplish their academic and personal goals.

The Learning Center supports students by offering supplemental classroom learning through eTutoring, 1:1 drop-in tutoring, academic coaching, and College Success/Roads2Success courses. Please see www.pdx.edu/tutoring for more information about us.

eTutor Minimum Qualifications:

- Be an admitted matriculated PSU undergraduate or graduate student who is at least a sophomore (45+ credits earned);
- Be a student of, and preferably majoring in, the discipline applying for;
- Be comfortable learning and communicating in the online environment, and excited about the opportunity to support students through this medium;
- Be familiar with D2L (Desire2Learn);
- Be acquainted with the academic courses, programs, and pedagogical approaches by the respective department at PSU;
- Be enrolled for at least 6 credits for undergraduates and 5 credits for graduate students;
- Be making satisfactory progress toward degree completion;
• Have a minimum 3.25 cumulative GPA and a minimum 3.50 GPA in the major/subject;
• Received an A or B in the course(s) in which you wish to tutor;
• Possess the ability and willingness to work with individuals and groups of students from diverse cultural, economic, and academic backgrounds;
• Possess excellent oral and written communication skills;
• Be open to regular observation and feedback; and
• Be strongly committed to working in a team-oriented environment.

**eTutor Preferred Qualifications:**

• Intend to commit to at least one year of employment at the LC;
• Have documented experience as a Teaching Assistant or working closely with faculty at PSU to support student learning.

**eTutor Job Responsibilities:**

• Attend regular quarterly trainings (2 hours) and 2-day September training
• Actively tutor students as assigned during scheduled hours online (may do this in the LC or at home via personal or LC laptop)
• Be on time and prepared for tutorial sessions online
• Be responsive to emails or notifications from Center professional staff, and online faculty
• Be an active member of the online course you are assigned to, communicating regular with the faculty
• Submit paperwork and/or electronic documents on or before deadlines.
• Communicate with the Assistant Director, Student Coordinators and other center staff
• Participate in the center’s assessment process and provide other written and oral as required
• Participate in the feedback and evaluation process including regular observations and feedback
• Maintain satisfactory progress and good academic standing
• Conduct online workshops as requested by the course faculty

**To Apply:**

• Submit the application attached AND a current resume/CV to:
  PSU Learning Center, 245 Millar Library (2nd floor, NW Corner)
  1875 SW Park Avenue
  Portland, OR 97201
  tutoring@pdx.edu
  503.725.4448

**PLEASE KEEP THIS FOR YOUR RECORDS. DO NOT HAND-IN WITH YOUR APPLICATION**
Application for Online eTutor Learning Center

Legal Name: ____________________________
Preferred Name: ____________________________

Date: ____________________________
Student ID Number: ____________________________

Address: ____________________________
City: ______ State: _____ Zip: ___________

Phone: ____________________________
PSU E-mail: ____________________________

Class standing: SO JR SR PB/Grad
Major: ____________________________

If you are receiving financial aid, have you been granted Federal Work Study? Yes No
(This position does not require Federal Work Study.)

In what subjects are you interested in tutoring?

List the individual classes you have taken that you would like to tutor for and where you completed each course.

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Please respond to the following questions below or on a separate sheet and attach to your application.

1. Why are you interested in supporting students as an online tutor?

2. What do you believe are some specific reasons that online students may struggle in classes? How might that be different from students taking courses on-campus only?

References: It is important that our tutors have a recommendation from the academic department they wish to tutor for. Please list two references that could speak to your academic ability and likelihood of success as a tutor. At least one reference must be a university faculty or staff person.

Name: ___________________________ Name: ___________________________
Title/Dept: _______________________ Title/Dept: _______________________
E-mail: __________________________ E-mail: __________________________
Phone: ___________________________ Phone: __________________________

In addition to completing this application, please attach a resume that includes all relevant experience.

Return ALL parts of your application together to the reception desk on the 2nd floor of the University Library (NW Corner of the Millar Library, to the right of the Reference Desk) or you may scan this application and send to tutoring@pdx.edu.

Please do not inquire about application status. You will be contacted should you be identified as a potential candidate. Thank you for your interest at the PSU Learning Center.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Updated Feb. 2016