

This position description should be utilized as the basis for your online position posting with Faculty Affairs and submitted to Human Resources Programs along with the Employee Requisition.

Program	Learning Resource Center
Position Title	Instructional Student Assistant – Learning Resource Center Tutor
Job Class Code	1150 Instructional Student Assistant
Position Summary	Under supervision, Instructional Student Assistants in this classification perform instruction, grading or tutoring duties for the majority of work hours in a given academic program or equivalent administrative unit over the course of the academic term. Assignments are appQq12d

Grading – Assessment of student work requiring specific academic knowledge directly related to the subject matter with authority to assign a grade (i.e. test or assignment grades) within a range of points; and/or

Tutoring – Individual or group instruction requiring advanced knowledge of discipline or subject matter.

Learning Resource Center Tutors will work under the supervision of the Director, Learning Resource Center and Academic Success Services and other LRC staff. LRC Tutors will participate in mandatory presemester training retreats and ongoing professional development throughout the semester. LRC Tutors will work directly with students in the LRC Physical and Zoom Tutoring Center to assist them with their learning of content and study skills. They will assist students with homework assignments, exam preparation, and interpretation of laboratory experiences -- at all times emphasizing conceptual understanding and independent learning skills. Work assignments are primarily face-to-face and in-person, though some shifts may be performed remotely.

All tutors will serve as embedded tutors, attending class meetings of one section of a supported course as part of their weekly paid hours. Embedded tutors serve in class as model students, engage with the lecture content, and demonstrate successful strategies for academic achievement. They may also assist the professor with class management, in-class small group facilitation, and other supportive learning activities. LRC Tutors may not grade/assess any student work.

In addition to individual/group tutoring, and workshop facilitation, LRC Tutors are involved in various duties or projects as assigned. These projects and duties may include activities intended to capture usage data of the LRC, cultivate a welcoming environment for visitors, expand their knowledge of tutoring, promote use of the LRC, design and facilitate workshops, create materialsC