

LEARNING ASSISTANCE PROGRAM – OFFICE OF RESIDENCE LIFE
LEARNING ASSISTANT/TUTOR JOB DESCRIPTION

For further information contact: lap@housing.gatech.edu

Learning Assistance Program Tutors provide drop-in tutorial in one- to- one and group sessions for first-year students living in Freshman Experience residence halls. During regularly scheduled evening shifts, Tutors assist residents with their coursework and academic assignments, provide study tips and short cuts, facilitate the formation of student self-help study groups, and promote student success. Tutors help students make academic progress, while promoting independent learning and self-reliance. Tutors are expected to serve as positive academic role models and be knowledgeable of campus academic resources and programs in order to appropriately refer who would benefit from additional assistance. We seek tutors who not only have academic ability, but also have a good interpersonal skills and a desire to assist Freshmen with their transition from high school to college. Thus, we are seeking students with good mind and a good heart.

Specific Responsibilities: Tutors are required to work a minimum of two shifts per week Sunday-Thursday sometime between 8pm – midnight. The schedule is set for the semester and then you are required to find your own substitute if you can not work a particular night. Tutoring takes place in nine residential Learning Centers across campus. All new tutor openings are on East campus only – west campus halls are assigned to tutors by seniority. Scheduling is completed at the discretion of the supervisors to meet the needs of the LAP.

Pay: Starting \$8.00 hour with opportunities for raises each semester upon completion of personnel evaluation

Hiring Qualifications:

- Tutors must **be competent in all of the following freshman subject areas: chemistry, calculus & physics.**
- 3.0 gpa required at time of employment and during employment.
- Grades of B or better in Calc I & II, Physics I, & Chem I (or transferred credit)
- Must be a currently enrolled GT student.
- The candidate must be in *good standing* with the Department of Housing.
- Successfully demonstrate competency in Calculus, Chemistry, and Physics through a technical interview.
- Successfully demonstrate skills in teaching the above subjects to interviewers.
- Be able to work in large and small groups and in one on one setting.
- strong interpersonal skills, cultural sensitivity, patience, positive attitude, ability to serve as academic role model
- Complete the LAP Application & Interview Process

Georgia Tech Honor Code: <http://www.honor.gatech.edu/>

Georgia Tech Honor Challenge: I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community.

Section 2. Objectives

An Honor Code at Georgia Tech aims to cultivate a community based on trust, academic integrity and honor. It specifically aims to accomplish the following:

- Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty at Georgia Tech lies with them;
- Prevent any students from gaining an unfair advantage over other students through academic misconduct;
- Ensure that students understand that academic dishonesty is a violation of the profound trust of the entire academic community;
- Clarify what constitutes academic misconduct among students at Georgia Tech and what is expected of them by the Institute, the faculty, and their peers;
- Cultivate an environment at Georgia Tech where academic dishonesty is not tolerated among the students;
- Secure a centralized, system of education and awareness of the Honor Code.

Learning Assistant Job Description

Time Commitment:

- Serve a minimum of 2 shifts per week (these shifts may be 3 to 4 hours per night).
- Attend monthly tutor training meetings (2 hours 1X a month)
- Complete two technical evaluations per semester (3 hours each)
- Attend Tutor Training each semester 4-8 hours at the beginning of each semester.

Duties

A. Tutoring 70%

1. Assist students with problem areas in calculus, chemistry, and physics. Discuss difficult concepts and provide new approaches to learning them.
2. Assist students within the parameters of the GT Honor Code.
3. Listen actively and provide clear explanations.
4. Maintain professional demeanor and relationship with student clients. Maintain confidentiality of students.
5. Create a comfortable and friendly atmosphere. Be approachable and willing to help students. Show enthusiasm for tutoring and the subject matter.
6. Ensure that all students swipe into the Learning Center with their Buzz Card to ensure accurate usage records.
7. Introduce residents to study strategies and skills which will assist them with their coursework.
8. Encourage and facilitate group study.
9. Provide drop-in tutorial services in a timely manner, beginning and ending on time. Find substitutes if you cannot attend your shift and notify supervisor of absences or shift changes.
10. Assist LCC's in developing academic programs such as exam review sessions, focused study groups, and academic success presentations.

B. Training 20%

1. Attend training at least 8 hours of formal training as a new tutor and 4 hours as a returning tutor at the beginning of each semester.
2. Attend monthly tutor meetings. These meetings are used for academic review sessions, staff development, and information dissemination.

C. Administrative Duties 5%

1. Inventory supplies in the Learning Center each night on the daily report.
2. Check and respond to email sent to you on your GT email account.
3. Clock in and out for each shift using the Kronos system and submit payroll information as requested. Each tutor should keep track of all the hours they work.
4. Follow through on supervisor requests in a timely manner.
5. Complete LAP personnel evaluation each semester.
6. Assist LCC's in maintaining the appearance and cleanliness of Learning Center (organizing furniture, reporting damages, and hanging posters and signs).
7. Seek formal and informal feedback on your performance from your students.
8. Update information with the Office of Human Resources including address and phone number changes.

D. Preparation 5%

1. Maintain and increase your knowledge in freshman subject areas by reading course materials such as textbooks, syllabi, and handouts provided in the Learning Centers.
2. Complete technical evaluation packets given to tutors each semester at the discretion of the ASC.

