

## **TOKYO INTERNATIONAL UNIVERSITY OF AMERICA**

American Studies Program

Position Title: Academic Peer Tutor

Work Schedule: 6:30-9:30pm Su-Th Fall semester/Su, M, W, Th Spring semester

Reports to: ASP Peer Tutor Coordinator

Compensation: \$10.50/hr starting salary – 6 to 8 hours per week

### **General Description:**

The academic tutors work closely with WU elective faculty and American Studies Program (ASP) faculty to assist students in understanding course content. The tutors are expected to collaborate and support the overall intercultural learning environment. The tutor works in the Kaneko Learning Center (KLC) for approximately 6 hours weekly. Up to two additional hours per week may be added for tutor assistance with classroom activities. Tutoring takes place in the evenings, so tutors have to carry out their duties independently with quite a bit of responsibility. They work closely with the other tutors as a team and gain good leadership skills in this position.

Tutors are expected to treat all students equally, being aware of the need to avoid favoritism toward individuals or particular groups of students. The tutors must attend the training sessions, orientation and weekly meetings. They are also expected to follow all rules and regulations outlined in the code of ethics and the contract.

### **Minimum Qualifications:**

- Cross-cultural experience preferred
- Ability to communicate effectively with faculty members
- Outstanding oral and written English communication skills
- GPA of 3 or above

### **Meetings, Orientation and Training:**

- Spring Orientation (early February)
- Fall Term Kick-Off the Thursday before the start of fall semester
- Required weekly meetings (time TBA – ½ hour in length)

### **Basic Duties:**

- Maintain regular hours in the KLC and meet with students to provide English language learning assistance.
- Maintain continuous and effective communication with elective and AE faculty members, Peer Tutor Coordinator and students
- Work with students to help them understand the academic culture of Willamette University and the ASP.
- Work with students to develop better English language skills in academic listening, speaking, reading, writing, grammar and vocabulary development.

- Work with students to better understand and succeed in their elective classes.
- Work with students to help them develop better study skills and time management skills.
- Treat students with empathy and respect at all times.
- Attend tutor training sessions prior to the beginning of fall and spring semester.
- Attend weekly tutor meetings.
- Maintain information on student attendance and student progress at tutoring sessions.
- Provide information to the ASP faculty and the Peer Tutor Coordinator about any serious problems students may be experiencing.
- Comply with weekly tutoring schedule and communicate any changes immediately.
- Reinforce opportunities for the students to use English.

**Safety and Security:**

- Respond to emergencies by contacting Campus Safety.