Job Description – Learning Assistant
Academic Enhancement
http://tutoring.boisestate.edu

Our Mission:
- Enhance the academic success of Boise State students by supplying effective facilitations in a manner that will improve academic skills while developing mastery of subject material. Student independence rather than tutor dependence will be emphasized.

Qualifications:
- Sophomore status or higher
- Have a cumulative GPA of at least a 3.0
- Have achieved an “A” or “B” in the course(s) wanting to tutor
- Taken the course(s) you wish to tutor at Boise State University
- Be enrolled in at least 6 credits at Boise State University as a degree seeking student
- Be able to communicate clearly and compassionately to the tutees
- Perfect command of written and spoken English
- Have an ability to speak and present information in front of a group
- Ability to adapt to different personalities and environments quickly

Responsibilities:
1. Register and attend the one-credit UNIV397 Learning Assistant Seminar course
2. Serve as a peer tutor for Boise State students
3. Actively participate in staff training sessions and meetings
4. Arrive at least 5 minutes early to your designated tutoring session and collaborating faculty appointments.
5. Organize your time by the following guidelines
   - Approximately 10 hours per week will be divided between:
     - attending class session(s);
     - facilitating study session(s);
     - creating quizzes, worksheets, or answering questions via Blackboard;
     - holding office hour(s);
     - meeting with the classroom teacher examining content, reviewing/editing study session materials, and discussing student feedback
6. Maintain a time and activity log of your Learning Assistant activities
7. Submit your Learning Assistant hours on Broncoweb on a bi-weekly basis
8. Create and maintain a set schedule for your Learning Assistant activities
9. Seek to establish a professional rapport with the students you tutor
10. Maintain a professional attitude and understand that you represent Boise State when you work with students, faculty, and staff
11. Maintain your knowledge level in the course you tutor
12. Promote effective tutoring practices
13. Communicate changes in your job status, address, e-mail, or phone number immediately to the Assistant Director
14. Read and verify receipt (by email) of your Tutor Times newsletter on a biweekly basis

Salary & Benefits:
1. Learning Assistants will be compensated at $10/hour (approximately $1,500/semester)
2. Experience with teaching and learning
3. Increased understanding of the subject matter you are tutoring
4. Development of professional relationships with university faculty
5. Part of a national movement working to increase student success