**PLUS Student Peer Facilitators/Tutors**

**PLUS Student Peer Facilitators will:** plan and implement collaborative study sessions for selected courses that they have taken with a specific instructor (and received a final course grade of 3.3 or higher) twice a week. A study group facilitator must be available to work approximately six (6) hours per week; to include: 2 hours of collaborative peer learning sessions, 1 hour CRLA certified training session (College Reading and Learning Association), 2 hours of curriculum prep, .5 hours for paperwork/data entry, and .5 hours for faculty meetings or email/marketing/student emails.

**PLUS Student Peer Tutors will**: meet with assigned tutees for at least 15 hours per quarter each (preferably 20-30 in an 11 week quarter equaling 2-3 hours/week) and must be available to work approximately four (4) hours per week; to include: 2-3 hours of contract tutoring sessions per individual or group tutees and 1 hour CRLA certified training session (College Reading and Learning Association)

Hires will be assigned positions based on the needs of the program.

**PLUS Student Peer facilitators and tutors will:**

* Turn in biweekly paperwork to their supervisor (s) by the deadlines set by PLUS staff and digital EagleNet time sheets by the same deadline.
* Check their Eagles email account daily for messages from their supervisor, graduate student employees, and students
* Participate in quarterly staff and peer observations/evaluations and attend weekly paid College Reading and Learning Association (CRLA) training if they have not already done so (Levels 1 and 2 are required out of 3 levels) may be provided online via zoom
* Help students improve study skill techniques relevant to their disciplines while covering course content informed by instructor lectures/course materials. They may be required to refer students to suitable resources on campus based on student assessment.

This position will report to *insert position* in the PLUS Program.

This position will work a maximum of 19 hours per week based on availability and may have opportunities for weekend and evening work. (Note: If a student employee works other student employee positions the total maximum hours between all of the positions is 19 hours per week).

### **Required Qualifications:**

Students interested in becoming a PLUS Student Peer facilitator/tutor must meet the following minimum qualifications:

* Have an overall GPA of **3.0** or higher
* Have at least sophomore standing (Running Start not eligible until fully matriculated in third year of college)
* Have a minimum grade of a 3.3 (equivalent of B+) or higher in the course(s) they want to facilitate/tutor
* Have taken the course(s) they want to facilitate/tutor, and/or can provide official documentation that they obtained credit for the course that they intend to facilitate/tutor (e.g. transfer student)
* Be able to attend weekly training
* Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.
* Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

**Eligible candidates must**:

* Possess a flexible schedule
* Have excellent communication skills
* Have computer literacy and be able to hold sessions online via zoom, as needed
* Be honest, reliable, organized, and sensitive to the needs of a diverse campus population
* Regularly check their EWU email account and respond promptly when contacted by their supervisor
* Be able to follow protocol and adhere to the policies of the PLUS Program
* Be responsive to student and supervisor feedback

The PLUS Program reserves the right to make program changes when needed.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range**