

Tutor

SAAB Tutoring Program

Organizational Mission: The SAAB Tutoring Program is a network of peer-to-peer tutoring whereby students who have excelled in a course are paid to provide free assistance to students currently enrolled in that course. The program strives to have tutors available in any course, so long as tutoring in that course is requested.

Position Description: SAAB Tutors are effective and willing communicators. They have not only excelled in the courses for which they tutor, but are enthusiastic and motivated in their field. All SAAB tutors are in good academic standing.

Position Tasks: When a tutors receive a request for tutoring, they are expected to respond within two business days (48 hours, unless the request occurs on a weekend or a holiday), regardless of their availability to accept the request. Tutors are expected to accept the request if they are at all able to do so and it has not already been accepted by another tutor in the course.

Position Requirements: In general, students wishing to Tutor in a course must meet the following requirements:

- Have completed the course with an “A” or “A-” average grade.
- Have obtained the recommendation of the professor who instructed their course, or, in their absence, the department head, saying that they judge the student to fit the position description articulated above.
- Maintain good academic standing; in general, a mean GPA of 3.0 or higher.

Students who do not meet these requirements may still become tutors, but must meet with the Director of Tutoring Programs directly and may be subject to further review before they may be approved to tutor.

Preferred Qualifications: Tutors should be personally motivated in the areas in which they tutor. While not strictly necessary, it is preferred that tutors intend to obtain a degree in the subject field relevant to their tutoring courses, or otherwise intend to pursue a career in a relevant field.

Time Commitment: Most tutors work by appointment only. Tutors may make the decision to turn down requests for tutoring if their workload is too high, but must still respond to the request between two business days. Tutors must also attend a semesterly situating dinner, and may have the opportunity to pursue additional paid commitments within the Program.

Benefits: Tutors are paid the Lewis & Clark wage rate for each hour they work or attend a mandatory program session (such as the situating dinner). Additionally, by teaching and reviewing course material, tutors enhance their own understanding of their subject field.

Supervisor: Aaron Fellows, Director of Tutoring Programs
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Located in the SAAB office, 2nd Floor Templeton.