

## **ASC Special Graduate Assistant: Tutor Observer**

The Academic Success Center's Special Graduate Assistants perform a number of essential functions. They act as Tutor Observers, Center Monitors and Test Proctors when needed, as well as supports the administrative needs of the Center. Special Graduate Assistants for the Academic Success Center work **15 hours per week** for **30 weeks** at a rate of **\$10.00** per hour.

### **Tutor Observer Job Description**

Tutor Observers support the tutorial programs of the Academic Success Center by offering its tutorial staff ongoing, meaningful feedback and training. Tutor Observers offer tactful, honest advice and resources so that the tutorial staff can continue to grow and improve in their role. Tutor Observers receive considerable training prior to beginning their observation duties as well as ongoing supervision.

#### **Some of the responsibilities of this role include:**

- Work closely with the Director of the Academic Success Center.
- Notify in advance tutors of their upcoming observations.
- With the tutor set pre-observation goals
- Facilitate the tutors' post-observation self-assessments.
- Take detailed notes of observations from the tutorial session.
- Shortly after the session, meet privately with tutor to offer constructive, sensitive feedback using specific examples.
- Provide the tutor suggestions and creative tutoring methods in order to address any areas of concern.
- Write up observation notes including the tutor's self assessment and your post-observation discussion and, with seven days time, provide a copy to the tutor and the Director of the Academic Success Center.
- If necessary, collaboratively create an Action Plan with a tutor to address areas that need improvement and schedule follow up observations.
- Perform other duties as assigned.

### **Center Monitor Job Description:**

#### **Staff members who have the additional duty of Center Monitors for room 109 have the following responsibilities:**

- Greet students and answer their questions. If a student arrives with questions and the other staff members are busy or absent, please make the student feel welcome and offer assistance to the best of your ability.
- Help connect visiting students to the appropriate resources within the Academic Success Center and other departments on campus.
- Monitor the space to make sure it remains an effective study environment.
- Overseeing the Center's equipment and space.
- Opening and closing the ASC as needed.
- Act as a **Test Proctor** by performing a variety of tasks related to the operation of Learning Support Services testing accommodations.
- Perform other duties as assigned.

Successful applicants for this position need to be in good academic standing. Graduate students currently in their program need a cumulative 3.0 GPA or higher and new graduate students need a cumulative 2.5 GPA or higher. Candidates who are interested in applying should send their resume and cover letter to the Director of the Academic Success Center via email or mail: [awilcox@spfldcol.edu](mailto:awilcox@spfldcol.edu)

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**Spring 2008 Application Deadline is May 1, 2008.**

If you have any questions, please contact Andrew Wilcox, the Director of the Academic Success Center, at 413-748-3720 or [awilcox@spfldcol.edu](mailto:awilcox@spfldcol.edu)