LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

Entry Level	*Intermediate Level*	*Skilled Level*
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level   Intermediate Level   Skilled Level

Work Scholar job title: *Lead STEM Tutor*

Describe the duties of this position.

Initial duties:
- *Attend science/math courses and take notes to model good note taking for the students*
- *Work with the science students individually as needed, and help in the classroom (or lab) as needed, or as assigned by the instructor*
- *Work regular tutoring hours in the Student Success Center tutoring lab placing priority on helping students from the class in which you are imbedded.*
- *Meet with both Imbedded classroom faculty and the Student Success Center Coordinator periodically to discuss any changes that we may consider to help improve student learning.*
- *Participate in tutor orientation and tutor training activities*

Progressive duties (work towards after year one)
- *Help train new student tutors, particularly science tutors*
- *Host review sessions for science/math students prior to exams*
- *Help in science classrooms (particular sections/days/times as needed/assigned*

List the learning opportunities for this position.
- *Tutor with a focus on science/math*
- *Learn techniques for tutoring science/math effectively*

- *Exposure to, and becoming comfortable with, different pedagogical styles for the same content*
- *Reinforcement of the science/math concepts required for success on MCAT, DAT, GRE, NCLEX, HESI etc.*
- *Customer service skills*
- *Learn how to train others*

What qualifications and skills are needed for this position?
- *Pre-Nursing/Pre-Rad science and math majors preferred, but not required. Would consider Computer Science, Biology, Earth Science, and Secondary Ed Science if desired courses were taken.*
- *On average, a grade of B or better in all science and/or math classes*
- *Minimum GPA of 3.0*
- *Good oral and written communication skills*

Adapted with permission from Lewis-Clark Service Corps AmeriCorps and Berea College.