

SUMMER LINKS TUTOR JOB DESCRIPTION

(Six part time positions)

Courses: ISPSYC 100: Topics in Psychology, INHLSC 175: Essentials of Nutrition, IHCOMM 171 Public Speaking, ISGEOG Intro to Geography and ITW 101 Social Justice

The Summer Links Program is a comprehensive, six (6)-week introductory college program for first time college students. Links allows students to familiarize themselves with the academic expectations and the culture of college, all while earning nine (9) credits. This program is an ideal way to transition into college, providing a challenging, yet supportive environment. The primary role of a Links tutor is to support the academic success of the participants during this first college experience at Keene State College. For more information, please use the link <http://www.keene.edu/aspire/links-connect-for-success/>

The academics are of great importance to Links. Tutors are expected to model appropriate classroom behavior and to assist faculty in working with students individually, in small groups or the whole class. They are required to attend their class (once a day, four days a week) and other community development activities during the course and/or the Links Program. Additionally, they will provide support and aid to the faculty in terms of obtaining materials, organizing special activities, and evaluating students. Tutors sometimes have the opportunity to teach class with the approval of the faculty. Faculty and tutors will be given time during staff orientation to meet and discuss the tutor's roles in the classroom.

Tutors are expected to maintain a positive environment to live, learn, and work in. Tutors are members of the Links community, and as such, they serve as mentors, role-modeling behaviors, and attitudes associated with a complete, successful Keene State College student.

RESPONSIBILITIES

General

- Serve as a mentor for students in their class, as well as other students in the Links Program.
- Role model behaviors and attitudes that promote academic success and support the rules, policies, missions, and goals of Keene State College.

Academic Support

- Provide academic support, with individual students as well as groups.
- Schedule, prepare, and facilitate at least two (2) study groups a week.
- Schedule and hold at least four (4) drop-in tutoring hours a week.
- Meet regularly with their faculty member to plan and prepare for class, develop strategies to address class and individual issues and concerns.
- Maintain open lines of communication with the Links RAs and other tutors regarding the status of individual students and the Links Program community.

Administrative

- Meet weekly (scheduled half-hour) with Links professional staff.
- Attend bi-weekly Links Tutor staff meetings (Mondays 12 to 1pm).
- Attend bi-weekly full Links staff meetings.
- Complete Tutor Narratives for each study group and individual tutoring session.
- Provide additional administrative support to the Links and Trio Programs.

Qualifications

Tutors must:

- be a current Keene State student,
- have completed their sophomore year,
- have received an A or B in the course they hope to tutor,
- demonstrate excellent communication skills, a high level of patience, a commitment to academic success, and a sincere desire to assist and support first year students,
- be available to work 20.5 (live off) or 28.5 (live-in) hours a week, the bulk of which will take place outside of class during a normal workday, for the entire term of appointment (6/24-8/8).

Application Procedures

Completed Applications are due at the Aspire Program by 4:30 pm on Friday February 20, 2015. Applicants will be contacted for an interview upon receipt of a completed application. Video or phone interviews will be arranged as necessary. Hiring of staff occurs prior to Spring Break.

Applications will be considered complete upon receipt of:

- Tutor Application Form
- Faculty Recommendation Form
- Current Resume
- College Transcript (maybe student issued/unofficial)
- 250 word writing sample about a personal experience you feel has helped prepare you for working with first year college students

Employment Dates

The Tutor position will be from June 24, 2015 to August 8, 2015. This term of employment includes the six (6) weeks of the Links Program and its associated responsibilities, as well as three (3) full days of training (June 24 to June 26) and check in/opening day activities (11am to 7pm on June 28).

Links Class Schedule 2015

Monday	Tuesday	Wednesday	Thursday	Friday
	8:30-9:30AM KSC 199 Maria Dintino, Jeanne Hearn and Mark Schmidl-Gagne College Success Strategies*			9:00-11:00AM KSC 199 Maria Dintino, Jeanne Hearn and Mark Schmidl-Gagne College Success Strategies*
9:30 - 11:30 AM ITW 101 Jack Bouley Integrated Thinking & Writing: Social Justice*	9:30 - 11:30 AM ITW 101 Jack Bouley Integrated Thinking & Writing: Social Justice*	9:30 - 11:30 AM ITW 101 Jack Bouley Integrated Thinking & Writing: Social Justice*	9:30 - 11:30 AM ITW 101 Jack Bouley Integrated Thinking & Writing: Social Justice*	
9:30 – 11:30 AM IHCOM171 Holly Falzo Public Speaking	9:30 – 11:30 AM IHCOM171 Holly Falzo Public Speaking	9:30 – 11:30 AM IHCOM171 Holly Falzo Public Speaking	9:30 – 11:30 AM IHCOM171 Holly Falzo Public Speaking	
9:30-11:30AM ISGEOG100 Kevin Heaney Intro to Geography	9:30-11:30AM ISGEOG100 Kevin Heaney Intro to Geography	9:30-11:30AM ISGEOG100 Kevin Heaney Intro to Geography	9:30-11:30AM ISGEOG100 Kevin Heaney Intro to Geography	
1:30 – 3:30 PM ITW Jack Bouley Integrated Thinking & Writing: Social Justice*	1:30 – 3:30 PM ITW Jack Bouley Integrated Thinking & Writing: Social Justice*	1:30 – 3:30 PM ITW Jack Bouley Integrated Thinking & Writing: Social Justice*	1:30 – 3:30 PM ITW Jack Bouley Integrated Thinking & Writing: Social Justice*	
1:30 – 3:30 PM ISPSYC100 Mitchell Speaks Topics in Psychology	1:30 – 3:30 PM ISPSYC100 Mitchell Speaks Topics in Psychology	1:30 – 3:30 PM ISPSYC100 Mitchell Speaks Topics in Psychology	1:30 – 3:30 PM ISPSYC100 Mitchell Speaks Topics in Psychology	
1:30 – 3:30 PM INHLSC175 Lynn Arnold Essentials of Nutrition Science	1:30 – 3:30 PM INHLSC175 Lynn Arnold Essentials of Nutrition Science	1:30 – 3:30 PM INHLSC175 Lynn Arnold Essentials of Nutrition Science	1:30 – 3:30 PM INHLSC175 Lynn Arnold Essentials of Nutrition Science	

Compensation

There are two compensation packages for tutors based on whether or not they live off campus or in the residence hall with the Links Program. *Live in* tutors will work no less 28.5 hours per week and receive a \$1,500 stipend as well as room and board, including meals during the training. *Off campus* tutors will work 20.5 hours a week at a rate of \$7.40/hour and receive meals during training as well as two (2) additional meal passes per week to provide an opportunity to engage and work with the Links students during a mealtime.



For office use only:
 I-9, W-4 needed?
 Date of Hire:

KEENE STATE COLLEGE
Links Program
Tutor Application

To the Applicant: Thank you for your interest in a Links Program Tutor position! Please follow the steps listed below to complete the application process.

If you have any questions, please call Jeanne Hearn at (603) 358-2357.

- Fill out this application.
- Distribute one copy of the attached faculty recommendation form to the faculty of any of the courses you wish to tutor.
- Print a copy of your My KSC transcript.
- Attach your current resume.
- Once all your materials are submitted, you will be contacted regarding the next steps in the process. If preferred, faculty may mail recommendations to MS #1801.

Name:	Date:
Current Address/Phone-Local#/Cell #:	E-Mail Address:
Best way to reach? ___ Phone ___ E-Mail	Major(s)/GPA: <i>(Note: 3.0 preferred, 2.75 required)</i>
Current Class Year: First Sophomore Junior Senior	Student ID #:
Have you been employed at KSC? If so, please list office(s):	

Subjects and courses you wish to tutor: <i>(Note: Separate recommendations required for each discipline)</i>	Name of Professor:	Will this faculty member be submitting a recommendation?	Grade: <i>(Note: You must have a 3.0 in each course)</i>
1.			
2.			
3.			

List any academic awards and/or honors you have received:

List any campus organizations, programs, or projects you are involved with, and whether or not they involve time commitments during the summer:

Describe any experience (formal or informal) with tutoring or assisting students academically.

Do you plan to work at any other jobs on or off campus? If yes, how many hours per week? On or off campus?

Do you plan to take any courses during the summer? If yes, how many?

Are you interested in a live-on tutor position?



KEENE STATE COLLEGE
Links Program Tutor Application
FACULTY RECOMMENDATION

*Thank you for taking the time to complete this recommendation.
Please return to Aspire Program, attn: Links Program, MS 1801.*

Prospective Tutor: _____

Faculty Member: _____

Title: _____

Department: _____

Phone: _____

Mail Stop: _____

I recommend _____

as a tutor for _____
Subject/Course

This individual has taken _____
Name/Number of Course(s)

with me and has received grade(s) of _____.

OR

_____ While the prospective tutor has not done any course work with me, I know of his/her work (please state how or why below) and give my endorsement to him/her as a tutor.

Signature

Date

Comments: