Tutor/Counselor Job Description

The Summer Links Program is a comprehensive, 5-week introductory college program which offers a challenging and supportive learning environment for students designed to provide an invaluable transition experience. Links offers the opportunity for students to familiarize themselves with the academic expectations and the culture of college, all while earning 9 credits.

Links 2019 course offerings may include: IHCOMM 171 Public Speaking, IQL 101 Quantitative Literacy, ISGEOG 100 Intro to Geography, ISPSYC 100 Topics in Psychology, and ITW 101 Literature of Social Justice.

Links Tutor/Counselor (TC)’s live in the residence hall with Links students and assume a variety of roles. The primary role of a TC is to support the success of each participant during his/her first college experience.

TC’s provide academic support to students. This includes modeling appropriate classroom behavior and assisting faculty in working with students individually, in small groups, and as a whole class. They are required to attend class 5 days per week, as well as other activities during the Links program. Additionally, they provide support and aid faculty in obtaining materials, organizing special activities, and evaluating students.

TCs connect students to campus and community resources. They are responsible for establishing and maintaining a positive community to enhance the experience of each student. They educate and enforce rules in accordance with the Keene State College Code of Conduct as well as Links Program expectations, maintaining a safe and respectful residential environment for each student. They are expected to respond to issues of concern, including but not limited to disciplinary, personal, and interpersonal issues. They also complete a variety of administrative tasks.

Mentoring is a major job expectation. Links students are specifically assigned to a TC for all residential aspects and meet at the start, midpoint, and end of the program. They also connect on a regular basis outside of these meetings to discuss transition, academic, personal, and programmatic matters. TC’s facilitate community meetings and social events, organizing and implementing residential programming for afternoons, nights and weekends.

Specific information regarding TC responsibilities is detailed below:

Administrative

- Meet weekly (scheduled ½ hour) with Links professional staff for supervision.
- Attend weekly Links staff meetings.
- Attend faculty meetings as needed.
- Prior to the arrival of students, conduct a walk-through of each room and common area to inventory and assess condition at time of check in.
- Complete maintenance request orders as needed.
- Participate in check-in and check-out as well as orientation and end of program celebrations.
- Document concerns and incidents.
- Complete all paperwork and administrative tasks associated with the residential component of Links.
- Complete tutor narratives for each study group and individual tutoring session.
- Provide additional administrative support to Links and TRIO programs.

Academic Support:

- Provide support for summer academic curriculum.
- Provide academic counseling as needed.
- Facilitate group and individual study sessions.
- Schedule, prepare and facilitate at least 2 study groups each week.
- Schedule, prepare and facilitate at least 5 hours of drop-in tutoring sessions each week.
- Meet regularly with faculty to plan and prepare for class, develop strategies to address class and individual issues and concerns.
- Share materials and suggestions for academic success.
Keene State College
Links Program
Summer 2019

TUTOR/COUNSELOR JOB DESCRIPTION

- Create bulletin boards that promote academic success.
- Communicate with Links faculty and staff and share pertinent information with students.

Community Development/Programming:
- Promote an atmosphere conducive to personal and academic growth.
- Assist Links students in developing and respecting college and community standards.
- Facilitate at least 6 group meetings with all Links students, including opening meeting on move in day.
- Coordinate at least 3 social activities for Links students.

Policies and Procedures
- Support college policies and procedures as outlined in the Keene State College Handbook and Links contract.
- Inform students of procedures to report concerns and emergencies.
- Discuss issues of concern, both individual and group, with Links professional staff in a timely manner.
- In order to provide support and supervision of the area, at least one RA per building will need to be available for students on nights and weekends.

Qualifications:
- Junior or Senior status at KSC.
- Previous experience as an RA or Tutor preferred.
- Knowledge of and involvement in KSC extracurricular activities preferred including being a member of a TRIO community.
- Knowledge of counseling, service learning, or residential life experience.
- Sincere desire to assist and support first year students.
- Interpersonal skills, sensitivity to the needs of other students, and commitment to the goals of Links.
- Demonstrated excellent communication skills, a high level of patience and a commitment to academic success.
- Sense of humor.
- Minimum of 2.5 GPA required; 2.75+ preferred.
- Received an A or B in the course you desire to tutor.
- Be available to work 31.5 hours per week for the entire term of the appointment.

Employment Dates:
- Must be available full-time for entire term of appointment (July 7 – August 9)
- The terms of employment include the five weeks of the Links Program as well as three full days of training (dates TBD) and check in/opening day activities (July 7) and check out activities (Aug. 9).

Compensation:
- Single room
- Monday-Friday Meal Plan
- $2000 stipend

For more information about the Link Program, please visit https://www.keene.edu/links
**TUTOR/COUNSELOR JOB DESCRIPTION**

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**Application Procedures:**

Hiring of staff occurs each spring on a rolling basis. Applicants will be contacted for an interview upon the receipt of a completed application. Video or phone call interviews may be considered when necessary.

Applications will be considered completed in full upon receipt of:

- Staff Application (Check Website)
  - 250 word writing sample about a personal experience you feel has helped has prepared you for working with first year college students
- Confidential Reference Form (Check Website)
- Current Resume
- College transcripts (may be student issued/unofficial)