



## EMBEDDED (PEER) TUTOR JOB DESCRIPTION

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Embedded Tutors (ETs) are hired to work closely with an individual Instructor in a particular course (in one or more class sections) for the duration of the class section(s). In consultation with the Instructor, ETs attend class sessions regularly, and reinforce curriculum with activities to help students understand course concepts and enhance student engagement. ETs are also required to hold at least (1) weekly floor tutoring hour(s) in the ASTC.

During a given semester, ASTC Tutors can serve solely as FTs, or as ETs and FTs. Tutors may cover multiple courses in multiple disciplines, but are limited to 20 hours per week overall. All Tutors must be equity-minded, punctual, enthusiastic, empathetic, and have a desire to provide holistic academic support.

General Peer Tutor Job Duties:

- Provide individual and small group tutoring to students to help them understand course concepts
- Assist students in academic skill- building and scholarly growth
- Guide students in understanding the policies and procedures of the ASTC
- Provide ASTC orientations to classes
- Refer students to other Student Services as appropriate
- Promote the ASTC around campus and encourage peers to visit and see how the ASTC can support them and their individual goals

General Peer Tutor Qualifications:

- Have an overall GPA of 3.0 or better
- Earn a B or better in each class for which you wish to tutor
- Be currently enrolled in 6 or more units at Solano Community College
- Attend all mandatory orientations, training sessions, and staff meetings
- Attend and complete tutor training. Tutor training examines the basics of learning principles, communication, listening skills, and effective tutoring techniques; as well as provides supervised practice in tutoring. It consists of 8 hours of training, typically (but not always) broken up into two 4-hour sessions. Some portion of tutor training may be held online.

## EMPLOYMENT INFORMATION

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**Please note:** we cannot guarantee employment. ASTC staff will maintain an applicant pool of tutors by specialty and availability, and once a spot opens up that seems like a good fit, we'll reach out.

Tutors Must:

- Arrive to and finish scheduled work sessions on time.
- Follow the initial work schedule for the entire semester, unless otherwise approved by the ASTC Specialist.
- Tutors are employed on a semester basis and contracts are subject to renewal each semester.
- Tutors are paid for their scheduled work and for attending staff meetings and training sessions.
- Tutors are always encouraged to speak with the ASTC Specialist and/or ASTC Coordinator as soon as they are having difficult time managing class(es), work, or life - do not wait until the last minute. We are here for you just as you are here for our students.

## WHAT IS EMBEDDED TUTORING?

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An embedded tutor works closely with the instructor for the duration of the course to help students understand course concepts and enhance student engagement. The tutor may attend certain class meetings each week, and class attendance is based on the needs of the students and the structure of the class. In the classroom, the embedded tutor functions as a mentor and a model for successful academic strategies and habits. Embedded tutors use "best practices" learned during the tutor training they receive at the beginning of the semester of employment.





The embedded tutor may also hold study sessions for students outside of the designated class time. These sessions must take place in the ASTC. An embedded tutor may help facilitate small group exercises or discussions, assist in laboratory settings, or provide one-to-one tutoring.

## PRIMARY GOALS OF EMBEDDED TUTORING

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- To help students understand course concepts and enhance student engagement.
- To inspire students by having a class tutor who also acts as a guide and models academic behavior.
- To give students a chance for more individualized attention and feedback during class activities.
- To expose students to tutoring who may not seek it otherwise.
- To improve a student's self and academic efficacy.
- To improve retention, persistence, and student success.
- To support the growth of Solano tutors in their educational and professional goals and offer a rewarding experience that will allow them to build their interpersonal and leadership skills through mentorship by an experienced instructor.

## EMBEDDED TUTOR'S RESPONSIBILITIES

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### Embedded Tutor will:

- Have compassion and be positive role model.
- Be patient and polite with students.
- Get to know the classroom culture well.
- Guide students, provide feedback, and answer questions during in-class hands-on practice.
- Help students understand materials, but not do the work for them.
- Sit in the periphery of the classroom (at the side or at the back) to have a good view of the room and be able to walk around to help students.
- Optimize classroom learning by working one-to-one and/or in small groups, including going over an assignment, reviewing a key lesson or skill, and preparing for exams.
- Take on an advocacy and intermediary role with students. A tutor's presence in the classroom enables students to better understand their instructor and the course concepts.
- Use "best practices" learned in tutor training, staff meetings, and from embedded instructor.
- Be proactive in communicating with the instructor regarding any questions and/or concerns.
- Follow the instructor's directions and promote the activities the instructor has planned.
- Remind the students that the embedded tutor is present to offer supplemental help, not be a replacement for the instructor or attending class.
- Adhere to the policies and procedures for a student worker at the ASTC and Solano Community College.
- An embedded tutor is an ambassador for the ASTC and encourages students to use the ASTC.
- Be responsible for timesheet accuracy and obtaining the embedded instructor's signature before turning in any timesheet to the ASTC Specialist. Embedded tutor timesheets will not be accepted without the instructor's signature. Embedded timesheets are due to the ASTC Specialist on the main campus by 5pm on the 19th of the month (dates and times subject to change).

### Embedded Tutor will not:

- Explain new concepts the course instructor has not already introduced.
- Take on any teaching responsibilities.
- Lead the class without the instructor present.
- Assign grades, proctor quizzes or test, prepare lessons, enforce class management, or discipline policies.
- Sit idle or disengaged in the classroom or lab.
- Run errands or make copies.
- Meet with students outside of class time without prior approval by the ASTC coordinator and embedded instructor.
- Become a teaching assistant. A teaching assistant has a different role than an embedded tutor

