



Creating Lead Tutor Positions

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Outline

- Overview of tutoring center
- Why created
- Program components
- Benefits
- Lead tutor experiences
- Questions & Answers



Ogden Learning Center

- Weekly appointments
 - Virtual and on-campus
- Courses
 - Actg, Anth, Chem, CJ, Engr, Geo, Hist, HTHS, Micro, Neur, Phys, Pol, Psy, Soc, SW, Zool
- Employee 20-30 tutors
- Some drop-in



Why created

- Provide leadership opportunities
- Enhance skills
 - Training/Presentation
 - Effective work habits
 - New technology
- Provide tutors another layer of supervision
- Provide a mentor



Program Components: Requirements

- Master tutor
- Consistency in tutoring skills
- High evaluations
 - Supervisor
 - Tutees
- Work at least 10 hours/week
- Flexibility in hours
 - 2-4 a week
- Recommended by current lead tutors



Program Components:

Responsibilities

Supervise/Mentor

- Have 2-4 tutors they supervise
- Check-in monthly with them
- Share communications

Trainings

- New tutors
- Returning tutors
- Plan one staff meeting

Observation

- 2 times a semesters
- Follow-up
- Set goals

Office Hours

- Lead tutor responsibilities
- Observe tutors
- Help around center



Benefits:

Tutors



- Provides peer mentor
- Build relationships
- Observations less intimidating
- Experience to help guide difficult situations

Leads



- Constructive feedback
- Training experience
- How a program works
- Leadership opportunity
- Soft skills
- Self-reflection & Self-assessment

Center



- Build inclusion
- Open communication
- Focused training



Tutor Experiences





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QUESTIONS?



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