



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title:	Academic Assistant	Date:	March 2023
Department:	Instructional Services	Status:	Student Employment
Email Contact:	instructionalservices@alverno.edu		

Primary Function:

Provide assistance to peers by promoting independence in learning, personalizing instruction, facilitating tutee insights into learning and learning processes, providing a student perspective on learning and school success, and respecting individual differences in the Locker Tutoring Program.

Principal Responsibilities

1. Attend and participate in initial and on-going training sessions.
2. Abide by the Academic Assistant Code of Ethics.
3. Depending upon faculty nomination, Academic Assistants may work utilizing differing models of Tutoring:
 - Study Group Monitor: lead a course specific study group at a designated time (usually one session per week) either in-person or online via Zoom.
 - Center Assistant in a Resource Center or lab; staff center/lab for an appointed shift, providing assistance to all within specified subject areas.
 - Peer tutoring typically weekly appointment tutoring for a specific course, but could also include Accessibility Services, Academic Management, Organizational Management, and Conversation Partners.
3. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
4. Comply with safety procedures and maintain clean and orderly work areas.
5. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Must be nominated by a faculty member for this position, based on the student's mastery of the course content and her ability to work with others.

Additional requirements for all on-campus (student worker) jobs:

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Working Conditions

General office environment

Notes

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information. **Ready to apply? Click [HERE](#) to complete your application.**

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