

Seattle University Learning Assistance Programs

Lemieux Library and McGoldrick Learning Commons 2nd Floor (206) 398-4450

SCIENCE SPECIALIST POSITION DESCRIPTION

Job Expectations: Meet with students requesting tutoring assistance in order to help identify their learning needs. Tutor students individually and in pairs. Share strategies for learning and studying the subject to help students become more successful in learning independently. Engage in ongoing staff development. **Attendance at all trainings and meetings each quarter is required to retain a position on staff.** Adhere to all other Learning Assistance Programs policies and procedures. Maintain records of student progress and assist with program evaluation for overall enhancement of services to students. Develop and maintain Learning Assistance Programs connections with faculty. Serve as a leader of tutors in the subject area. Contribute to providing outstanding service as an integral part of the Learning Assistance Programs staff.

Additional job duties include assisting in planning tutor training sessions, learning strategy workshops and quarterly “Tea with faculty” event, locating and enhancing resources for tutors and students, helping to market Learning Assistance Programs services on campus, and other duties as assigned.

Qualifications:

- Minimum 3.0 cumulative GPA.
- Strong academic base in upper division Science courses evidenced by grades of B or higher and faculty recommendation. These classes should include General Chemistry and General Biology. Completed Organic Chemistry (2500 level) coursework is a plus.
- Strong communication and collaborative skills in order to work effectively as a team member and to represent Learning Assistance Programs in a professional manner.
- Ability to help students to identify their needs during initial intake conversation as well as to make appropriate recommendations for further assistance.
- Capacity to work with individuals and pairs of students to clarify course concepts and facilitate independent learning.
- Commitment to eliminating all forms of oppression and promoting an environment of inclusion in your work with students.
- Previous tutoring experience, either formal or informal, is essential.
- Must be able to work in this position for 3 consecutive quarters.

Hours: Be able to commit to an average of 10-12 hours a week.

Salary: Seattle Minimum Wage

How to apply: Visit <https://www.seattleu.edu/learning-assistance/working-at-lap/> for more information. Once you submit an application, we will contact you if you meet the criteria for an interview. Hiring process includes obtaining faculty recommendations and participating in an interview.

Learning Assistance Programs peer tutoring and study group programs are nationally certified programs through the [College Reading and Learning Association](#)