

Academic Resource Center Tutor (A-Team)

Position Description

The Academic Resource Center (ARC) Tutors, also known as the A-Team, are part-time paraprofessional staff members for the Department of Housing and Residential Life at Florida International University. They are an integral part of the academic focus of the residence halls and work closely with and directly report to a Residential Life Coordinator.

In order to qualify for the ARC Tutor position, a student must meet the following requirements:

- Be a currently enrolled FIU student
- Possesses and maintain a minimum cumulative GPA of 3.0 (undergraduate) or 3.2 (graduate).
- Have a good student conduct record -- defined as not having been involved in any serious violations or incidents (including marijuana, alcohol, and physical violence), not be a “repeat offender” of policy violations, and not have received student conduct probation or housing exclusion status
- Attend Training before the start of the Fall Semester and training at the end of Fall Semester
- All applicants must meet all eligibility requirements for employment, as stipulated by Florida International University
- Previous experience with individual or group tutoring.

Responsibilities may include but are not limited to:

- **Work with Students**
 - Offer tutoring sessions to students who live in the residence halls.
 - Advertise tutoring services to students' within the residence halls.
 - Interact with students to gain an awareness of common classes students are enrolled in as well as common academic struggles.
 - Based upon this knowledge, offer group tutoring sessions for common subjects.
 - Know campus resources that are available to support students academically, and be able to effectively refer them.
 - Be visible, available and accessible to students.
 - Accept and encourage the diversity of beliefs, values, and interests of FIU students. The Residential Tutor must be consistent in behavior towards all the students, regardless of race, ethnic background, socioeconomic status, sexual orientation, physical challenge, religion, etc.
- **Work With a Team**
 - Participate in training, prior to the start of each semester.
 - Meet regularly with staff and supervisors.
 - Collaborate with the tutor staff to facilitate study groups for Housing students.
 - Play a positive role in staff relationships. Provide support and assistance when needed.
 - Attend, be on time, and prepared for all team and individual meetings.