



Job Title: Online English and Writing Peer Tutor
Salary Range: Temp/Hourly
Department: Academic Affairs
Location: Online/Remote

Thomas Edison State University provides distinctive undergraduate and graduate education for self-directed adults through flexible, high-quality, collegiate learning and assessment opportunities. One of New Jersey's senior public institutions of higher education, the University offers associate, bachelor's, master's and doctoral degrees in more than 100 areas of study, predominantly online. At Thomas Edison State University we embrace a diverse and dynamic workforce that drives innovation, learner success and organizational growth. We welcome you to apply to be a part of our team.

Description:

The Online English and Writing Peer Tutor facilitates student learning and academic achievement through individual sessions by assisting with English and writing related course content. The Online English and Writing Peer Tutor enhances and promotes academic performance and success by helping students engage in their own active learning and critical thinking skills.

Responsibilities:

- Engage in and model Student Success's non-directive, reciprocal peer tutoring model
- Provide one-on-one online tutoring sessions to students enrolled at TESU via synchronous and asynchronous learning
- Maintain a set weekly schedule each term for tutoring appointments
- Attend regular team meetings and continued training as the position requires
- Commitment to attendance, punctuality, reliability and professionalism
- Develop a firm understanding and knowledge of the University's services and resources
- Maintain confidentiality of all student information, material, and discussion shared in the tutoring relationship
- Understand and abide by all TESU policies and procedures
- Reflect the culture and values of TESU at all times
- Complete all other duties as assigned

Preferred Qualifications:

- Current student or recent TESU graduate
- Currently enrolled or graduated with an English or Writing degree at TESU
- Completed at least 18 credits at TESU
- 3.0 cumulative GPA at TESU
- Excellent oral and written communication skills
- Must be in satisfactory academic standing with no misconduct on record
- Access to a personal computer with a reliable internet connection, microphone, and camera

Work Hours:

Online peer tutors will be expected to work remotely up to 16 hours per week. This is a part time position based on grant funding.

How to Apply:

Resumes and applications for this position will only be accepted online through ADP Workforce Now at:
https://workforcenow.adp.com/jobs/apply/posting.html?client=TESU&ccld=19000101_000001&type=MP&lang=en_US

Thomas Edison State University is an Equal Opportunity/Affirmative Action Employer



111 W State Street | Trenton, NJ 08608

www.tesu.edu