

Peer Academic Enrichment Intern

Employer

Academic Skills Center

Department

Tutor Clearinghouse

Nature of Employer

The primary mission of the Academic Skills Center is to provide a variety of academic enrichment services and program to Dartmouth students. The ASC is available to all students who wish to improve their academic skills and learning ability in order to maximize their academic experience, achieve greater academic performance, and increase their personal fulfillment. The ASC works collaboratively with the faculty and other student affairs offices to reach an increasingly diverse and dynamic student population. The Tutor Clearinghouse is a subset of the ASC. The Tutor Clearinghouse provides one-on-one peer academic enrichment to over 500 students each term.

Position Requirements

- Interns should be motivated, responsible, committed, and student-service oriented. They should possess strong communication, organizational, and computer (Microsoft Suite and database management) skills.
- Interns need to be able to work independently, as well as being an effective team member.
- Interns will observe and attend to the diversity policies of the Academic Skills Center and the Division of Student Affairs.

Job Description

The Peer Academic Enrichment Intern will provide support to the Tutor Clearinghouse professional staff in the management of various Tutor Clearinghouse programs. Tasks may include:

Managing the Peer Tutor Program

- Termly tutor recruitment
- Processing tutor request forms and ongoing match notification
- Monitoring the Tutor Clearinghouse Canvas page
- Acting as a resource to students seeking information about the Peer Tutoring Program

Managing the Study Group Program

- Assist ASC Assistant Director with organizing, planning, and managing study group programming
- Communicate logistical information related to study groups to Faculty, Study Group Leaders, and other campus resources
- Assist with recruitment of study group leaders
- Prepare study group evaluation and assessment reports

- Manage study groups email account, study groups website, and portions of the ASC website related to study group programming

Special Projects

- Program promotion and marketing (social media pages, bulletin boards, flyers, etc.)
- Website management
- Database maintenance to generate reports
- Office desk coverage/receptionist work, scheduling, and maintaining supplies
- Other administrative and project work for the Academic Skills Center

Hours per Week

37.5 (full time)

Rate of Pay

\$10/hour

How to Apply

Go to www.dartmouth.edu/~acskills/ and click on the Employment Opportunities link. Read the instructions and complete the job application. Submit the application along with a copy of your resume and a cover letter by the due date shown online.

Contact Information

Karen Lenz, Office Manager

(603) 646-2014

Academic.Skills.Center@dartmouth.edu

224 Baker Library

HB 6173