

## **Hiring Academic Peer Tutors!**

### **Greater University Tutoring Service (GUTS), Drop-In Program**

Apply by **Thursday, August 5 @ 11:59 PM** to ensure consideration

**Salary/Wage:** \$11.50/hour

**Organization Summary:** The Greater University Tutoring Service (GUTS) is a registered student organization (RSO) that facilitates peer tutoring and enrichment programs, including tutoring for academic courses, facilitation of language and cultural exchange partnerships and events, and general study skills consultations and workshops.

As the largest and most approachable tutoring unit on campus, GUTS serves more than 2,000 students each semester. Current programming areas include Conversational English, Drop-In tutoring, Academic Match tutoring, World Language Learners, and Study Skills programs. GUTS is supported by the Center for First-Year Experience (CFYE). For more information, visit <http://guts.wisc.edu/>.

**Position Description:** The Drop-In Program is a one-to-one drop-in tutoring program within GUTS. Tutors with the Drop-In Program will tutor for 1 or more high-enrollment courses at UW-Madison. Tutors will hold drop-in hours at specific times throughout the week (Monday-Friday) in the Transfer Engagement Center (TEC), specifically serving the UW-Madison Transfer Student population. Tutors will work about 14 weeks of the semester. This position is paid \$11.50/hour and works 4-8 hours weekly, depending on the number of courses and weekly shifts a tutor can tutor.

The Greater University Tutoring Service (GUTS) at UW-Madison is hiring academic tutors to tutor students in a **1:1, drop-in** format for the following classes in the Fall 2021 semester. Strong candidates can support multiple courses in this list:

- **Chemistry** 103 & 104 or 343 & 345
- **Math** 211, 221, 222
- **Economics** 101, 102, 301, 302
- **Biology/Zoology** 101, 151, 152
- **Psychology** 202 & 405

**Note about Fall 2021 modality:** This position is for tutoring that will be held in an in-person format in the 2021-2022 academic year.

#### **Information about the Transfer Transition Program and Transfer Engagement Center:**

The Transfer Transition Program supports undergraduate transfer students at UW-Madison by helping transfer students get connected at UW-Madison and make sure they receive the information and assistance needed for a successful transition to UW-Madison. They also host social and educational programs at the Transfer Engagement Center located in the Middleton Building.

#### **Overview of the GUTS Academic Peer Tutor Position:**

GUTS Academic Peer Tutors with Drop-In facilitate their peers' learning through providing immediate, drop-in help in one or more high-enrollment courses at UW-Madison while obtaining the following benefits:

- Salary/Wage: \$11.50/ hour – prep time is also paid
- Development of leadership, communication skills, and problem-solving skills
- Tutoring, teaching, and mentorship experience
- Program orientation and tutor training

- Engage with peers and provide learning support to the UW community

### **Requirements and Qualifications:**

GUTS Drop-In Tutors must meet the following requirements to qualify for this opportunity:

- Must be located in the United States. (International students are welcome to apply, but we cannot hire students who are residing in another country)
- **Must have earned at least an AB in the course and/or equivalent course(s) you wish to support**
- Teaching or tutoring experience desired
- Overall GPA of at least 3.25 (3.5 GPA + Preferred)
- Interest in working with students from various backgrounds

### **Position Summary/Job Description**

- Facilitate one-to-one, drop-in tutoring sessions with students
- Create a welcoming and inclusive learning environment
- Work under the supervision of the GUTS Senior Coordinators, Coordinator of Academic Support Services, and Transfer Transition Program Coordinator
- Work collaboratively with GUTS Drop-In Program Coordinators
- Maintain regular hours with the program--preference is given to those who have availability during the following hours (strong candidates will have various availability within these timeframes) :
  - Monday/Tuesday mid to late afternoon availability
  - Wednesday evening availability
  - Thursday afternoon availability
  - Friday morning availability

***Interviews will ONLY be on the following dates: August 9, 10, 11 and 12, 2021***

### **Application Process:**

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Please apply at [https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_5nJOeKICIIxT6FE](https://uwmadison.co1.qualtrics.com/jfe/form/SV_5nJOeKICIIxT6FE) by **Thursday, August 5 @ 11:59 PM.**

The application linked above requires:

- Some personal information (example: name, school ID, major, etc.)
- Response to two short-answer questions
- One academic or professional reference (provide name, position title, email, and phone number).

Contact Elizabeth Baldrige, Coordinator of Academic Support Services at [elizabeth.baldrige@wisc.edu](mailto:elizabeth.baldrige@wisc.edu) with questions.