

ARC Consultant Application Process & Job Description

(updated 2/23/2023)

To apply, submit the following application materials via [the Handshake posting](#):

- Resume
 - Three additional documents are required for an application to be considered:
 - [GFU student employment application](#)
 - [ARC Supplemental Application](#) (includes request for recommendations)
 - Application essay (see Supplemental App for instructions).
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An ARC consultant in the George Fox University Academic Resource Center is a paraprofessional focused on supporting student academic success.

Responsibilities

- Attending consultant training and in-service meetings to develop the skills necessary to successfully tutor.
- Working with students in one-on-one sessions or in small groups as a means of improving their writing or other scholastic abilities. Guiding students through consultations by asking questions, listening closely, and helping students think more critically about their work.
- Assisting students in understanding the rules and mores of academic writing, including grammar and mechanics, citation, documentation, and research.
- Helping to interpret assignments students don't fully understand and attempting to clarify instructors' comments that seem especially unclear to the student.
- Providing academic coaching to students who would benefit from support and accountability.
- Developing resources for the student population such as information sheets and workshops (e.g., grammar and usage; documenting sources).
- Maintaining the day-to-day operation of the Academic Resource Center. This includes keeping the scheduling appointments in the online system, entering consultation notes after each visit, making copies, and making sure the Academic Resource Center remains clean and comfortable.
- Marketing the Center: Helping in the development of brochures and pamphlets, visiting classrooms to talk about Academic Resource Center activities, participating in Academic Resource Center publicity events, and being a good ambassador for what takes place in the Center.
- Referring students to other support programs on campus, if necessary. These include the Academic Resource Center, math tutoring, Disability and Accessibility Services, the counseling center, or the student's academic advisor.
- Completion of other duties as assigned.

Qualifications:

- Minimum 3.0 GPA
- Strong commitment to academic excellence
- Dedication to helping students become more effective writers, learners, and scholars
- Solid interpersonal skills
- Reliable, responsible, and competent performance of assigned tasks