Position Description - REMOTE

The Peer Tutor for Basic Google Suite and Microsoft Office will provide tutoring and support to students in mastering the essential features of Google Suite (Google Docs, Sheets, Slides, etc), Microsoft Office (Word, Excel, PowerPoint) and the Canvas online learning platform. This role is designed to help students improve their technical skills and enhance their academic performance.

Qualifications
- Admitted PSU student enrolled in a minimum of 5 credits for graduate students, 6 credits for undergraduate
- Expert in Google Suite and MS Office including Excel (using both a PC (Windows) and Mac)
- Familiarity with Canvas for course navigation
- Minimum 2.5 cumulative GPA
- Strong interpersonal skills including having a welcoming and friendly demeanor
- A desire to work with individuals and groups of students from diverse, cultural, economic and academic backgrounds, and varying levels of ability
- Excellent written and verbal communication skills
- Strongly committed to being a partner in the process of helping learners achieve their personal and academic goals

Time Commitment
- Approximately 7-20 hours per week
- Flexible hours including evening and weekend options. Fully remote position with some required in-person trainings throughout the year.
- Minimum one-term commitment; prefer one full academic year commitment

Training
- Mandatory staff/team meeting once per term (2hrs) for ongoing professional development
- All tutors are expected to attend 10 hours of training* per academic year to work toward and maintain certification through CRLA (College Reading and Learning Association)
  *All training time is compensated / paid at the same rate of pay as regular shifts

Key Tutoring Responsibilities
- Provide one-on-one and group tutoring sessions to students on the basics of Google Suite and Microsoft Office.

- Assist students with specific tasks and projects using Google Suite and MS Office applications.
- Develop and utilize tutoring materials and resources to support student learning.
- Conduct small group workshops and training sessions on Google Suite and MS Office
- Troubleshoot common issues and provide students solutions to enhance their productivity.
- Provide support in Canvas

Additional Responsibilities
- Develop professionally through gaining a practice-based understanding of learning strategies, study skills, and effective academic achievements strategies
- Work in a team environment as well as independently
- Develop or maintain excellent organizational and time management skills
- Develop a well-rounded understanding of center and campus resources to make appropriate referrals
- Represent the Learning Center and actively outreach and promote our services via occasional classroom presentations and tabling at campus events.
- Utilize Penji App to maintain up-to-date schedule and manage student attendance
- Partner with and proactively communicate with faculty and as appropriate
- Provide group instructional workshops as needed

Compensation
- Salary starts at $17/hr
- Pay increases with CRLA Certification (based on training hours and tutoring hours).
- Flexible work schedule, paid training opportunities and leadership support for resume-building

For additional information, please contact:

The Learning Center
tutoring@pdx.edu

Or complete this application