



TUTORIAL ASSISTANCE NETWORK (TAN)
TAN EMPLOYMENT PACKET (Rev. 5/19)
Physical Address: 276 Councill Hall, Normal, AL 35762
Phone: (256) 372-5487
Email: linda.skeete@aamu.edu

* * *

ACADEMIC PEER TUTOR JOB DESCRIPTION

DUTIES

- Attend all mandatory tutor training sessions
- Attend all scheduled tutorial sessions
- Serve as a student role model
- Contact all assigned students to inform, verify or remind of tutorial sessions
- Make in-class presentations and announcements
- Create promotional materials for tutored courses
- Maintain contact with course professors
- Complete and submit tutorial documents, including GradesFirst reports, Google Docs and Banner/Webtime Time Sheets, and Walk-in Sign in Sheets
- Distribute and encourage the submission of Tutee Evaluations
- Schedule and attend meetings with the TAN Program Specialist and peers
- Submit weekly reports to the TAN Program Specialist
- Maintain contact with the TAN Program Specialist regarding changes to tutorial sessions, including tutoring times, locations and students' progress
- Maintain consistent work hours
- Distribute, collect and return intermittent and end of semester TAN surveys
- Complete necessary personnel and administrative paperwork
- Model appropriate positive, academic attitudes and behaviors to staff, faculty, and students
- Work with college students of diverse ethnic backgrounds
- Facilitate tutorial sessions where students do the work
- Facilitate a positive, focused, yet relaxed tutoring environment
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- An overall GPA of 3.00 or higher
- A or B grades in the courses to be tutored
- A minimum of three Faculty Recommendation Forms
(*One recommendation form from each of the professors for the courses to be tutored.*)
- Excellent interpersonal and intrapersonal communications skills
- Successful completion of tutor orientation
- Critical thinking and problem solving skills



TUTORIAL ASSISTANCE NETWORK (TAN)

TAN EMPLOYMENT PACKET (Rev. 5/19)

Physical Address: 276 Councill Hall, Normal, AL 35762

Phone: (256) 372-5487

Email: linda.skeete@aamu.edu

SUPPLEMENTAL INSTRUCTION (SI) LEADER JOB DESCRIPTION

DUTIES

- Attend all mandatory SI leader training sessions
- Attend all class meetings of the selected course(s), take notes, and complete assigned readings
- Serve as a student role model
- Maintain contact with SI course professors for the duration of the semester
- Schedule and attend meetings with the TAN Program Specialist and peers
- Submit weekly reports to the TAN Program Specialist (TAN PS)
- Maintain contact with the TAN PS regarding session meeting times, locations and student progress
- Model appropriate academic attitudes and behaviors to staff, faculty, and students
- Demonstrates proficiency in working with college students of diverse backgrounds
- Demonstrate proficiency in SI methods after attending initial training
- Schedule and facilitate at least three one-hour SI sessions each week
- Schedule additional exam review sessions as necessary with the consent of the TAN PS
- Complete all documentation, including SI Session Sign-in Sheets, Google Docs and Banner/Webtime Timesheets
- Make in-class presentations and announcements
- Make promotional and study materials for SI sessions
- Prepare and submit SI session planning sheets 12-24 hours before SI sessions
- Collect attendance data for each SI session
- Report SI attendance as specified
- Maintain flexible working hours with the possibility of evening and weekend hours
- Distribute, collect and return various Supplemental Instruction surveys
- Complete necessary personnel and administrative paperwork
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Classification as a sophomore, junior or senior
- An overall GPA of 3.00 or higher
- A grade of A or B in the selected SI course
- Three Faculty Recommendation Forms from the professors of the specified courses
- Excellent interpersonal and intrapersonal communication skills
- Successful completion of SI leader orientation
- Critical thinking and problem solving skills

SI LEADER TIME COMMITMENT

a. **One SI course section: 10 hours**

- Lecture: 2:30, 2:40 or 3:20 per course section
- Training: 1 hour
- SI Sessions: 3 one-hour review sessions and some two-hour exam review sessions
- Planning Time: up to 1 hour per SI session
- Meeting with professor: up to 1 hour

b. **Two SI course sections: up to 20 hours**

- Lecture: 2:30, 2:40 or 3:20 per course section
- Training: 1 hour
- SI Sessions: 3 one-hour review sessions and some two-hour exam review sessions
- Planning Time: up to 1 hour per SI session
- Meeting with professor: up to 1 hour



TUTORIAL ASSISTANCE NETWORK (TAN)
TAN EMPLOYMENT PACKET (Rev. 5/19)
Physical Address: 276 Councill Hall, Normal, AL 35762
Phone: (256) 372-5487
Email: linda.skeete@aamu.edu

STRUCTURED LEARNING ASSISTANCE LEADER JOB DESCRIPTION

DUTIES

- Attend weekly training sessions with the course faculty and/or TAN Program Specialist (PS)
- Attend all SLA course classes and office hours
- Assist the professor as needed during class
- Attend weekly meetings with the SLA course faculty to plan SLA workshops and discuss upcoming material, student attendance, and students' progress during workshops
- Create lesson plans for SLA workshops
- Reinforce the course content from the lecture during workshops and office hours
- Conduct at least one one-hour workshop weekly for the SLA course
- Host at least three office hours weekly of each assigned SLA course
- Maintain a record of all attendance to SLA workshops and office hours and submit to TAN PS
- Instruct students on foundational course concepts in which they may not be proficient
- Conduct test/project reviews with students prior to scheduled exams and projects
- Report any issues or concerns to the TAN Program Specialist immediately via email
- Maintain AAMU undergraduate, full-time ENROLLMENT
- Complete at least 30 credit hours and earn a B or higher in ENG 101, HIS 101 and/or MTH 112
- Exhibit excellent interpersonal and intrapersonal communication skills
- Manage time well
- Display excellent organization skills
- Maintain course content proficiency
- Demonstrate basic computer skills
- Demonstrate excellent interpersonal and intrapersonal communications skills
- Dedicate 10-20 hours weekly to SLA leader responsibilities (*see SLA Time Commitment table*)

MINIMUM QUALIFICATIONS

- An overall GPA of 3.00 or higher
- A grade of A or B in the selected SI course
- Three Faculty Recommendation Forms from the professors of the specified courses
- Excellent interpersonal and intrapersonal communication skills
- Successful completion of SI leader orientation
- Critical thinking and problem solving skills

SLA LEADER TIME COMMITMENT

a. One SLA course section: 10 hours

- Lecture: 3 hours
- Workshop Lesson preparation: 1 hour
- Training: 1 hour
- Workshops: 1 hour
- Meeting with professor: 1 hour
- Office Hours: 3 hours

b. Two SLA course sections with one professor OR with two professors: up to 20 hours

- Lecture: 6 hours (*attends lectures from both professors*)
- Workshop Lesson preparation: up to 1 hour per section
- Meeting with professor: 2 hours (*may be less if the same professor is teaching both sections of the SLA course and both sections are moving at the same pace*)
- Office Hours: 6 hours (*3 hours per class*)
- Workshops: 2 hours
- Training: 1 hour