

Hi, my name is Gillian. My pronouns are she her, I am the admin coordinator for the LARC. We're going to be talking about why the LARC is a great place to work. We are the hub for peer academic support on campus. We employ about 75 student employees every year. We're glad you're here and you're interested in working in the LARC. Today you'll hear about our programs, get some testimonials from our student staff and learn more about the positions. As this meeting is pretty short, we also have a parking lot document that Molly's going to share in the chat so you can ask any questions you have as we go. You can also leave an e-mail address for follow-up. If we have any time at the end of this meeting, we'll answer the questions before we close out. We work really hard to make the LARC a great place to work. To that end, students who've worked for the Tutorial or SI program or the Writing Center over the years have often come back to tell us that this was the best job they ever had. Much of that is because it is a community, not just a way to earn some money. The LARC is a busy and exciting place. We don't just do tutoring. We host workshops. We have staff events like the ropes course and game or movie nights. We attend conferences and generally hope to be an energetic and welcoming home for peer educators at SSU. We also create community through our student staff training and professional development. Please note, you do not have to have tutoring experience before you work in the LARC. Our training is designed to support your growth as an employee. We have a really strong preterm orientation. Usually this is day to a day and a half of training where lots of good work is done around getting to know each other and discussing aspects of good tutoring and peer educator work along with logistics about your new position. We have regularly scheduled staff meetings and a mentorship program led by experienced tutors, SI leaders and LCMS and an amazing administrative staff that cares really deeply about working with student employees. For the 2022-23 academic year, we're hiring for all of our positions. We're looking for subject specific tutors, Writing tutors, SI leaders, learning community mentors and student ambassadors. We'll go ahead and share my QR code on the screen and ask you to follow along while I show you the Working in the LARC web page. So give me just a second here. This is the QR code. If you want to go ahead and look at that, it should take you right to our hiring page and then I will go ahead and share that as well. Second here, sorry. Here's the Working in the LARC page, which has all of our job applications posted. And it also has the official job posting. So you can click on this and go to see any details you want about the positions. It's really pretty easy to navigate. These are all Google Forms. And if you have a need for some other application method, you can just contact me and we'll work that out. You can submit a resume or CV to the Google form, but it's not required. All the questions that we need answered are actually asked in the form. Excuse me. As I said, you do not need to have prior experience as a tutor, but please do list any experience you have helping others with the subject you are hoping to tutor. For writing center tutors, you will need to upload a writing sample and that, that link is in the Google form. We do ask for faculty recommendations, but you just need to list the names, departments, and emails. You don't need a letter of recommendation. We will reach out to the faculty. There is a "More About Me" section where you can creatively tell us about yourself beyond the usual job application questions. This is a unique opportunity to give us some insight about you. The interviews will likely take place over Zoom, and then we'll start the week of April 18th. So, job basic information. Most of our jobs range in hours from three to six hours a week for tutors, or eight to ten hours a week for SI leaders and learning community mentors and student ambassadors work about eight to ten hours a week also. All of our scheduling is based around your academic and personal schedule. We are open basic business hours, nine to five for services. but we will have some limited evening hours for remote tutoring as well. Subject specific tutors and SI leaders or LCMS must have a B or higher in the course they are supporting and they must maintain a GPA of 3 point 0. I am actually going turn it over to Molly here to tell you more about each of the positions we'll be offering this fall. Hi. I'm Molly Mande. My pronouns are she her, I am the coordinator of the Tutorial and SI programs here with the LARC. Like Gillian was just telling you we are hiring for

all of our different positions. Let me just tell you a little bit about them. So Writing Center tutors What that is is you're helping with the writing pieces. So it's often talking more than writing. It's not editing, proofreading job. You're working with all stages of the writing process and reading and research help. You'll support student writers in all subjects at all levels and work a lot with freshmen and Freshmen Composition courses. If you're interested in the subject specific tutoring, that is, we mainly offer tutoring in STEM courses, but we also like to have tutors that can cover business, econ, and potentially other courses. The more courses that you can possibly support it better. So if you have taken a lot of different courses and you'd be interested in tutoring that let us know what courses you're interested in. When you're going into tutoring, you don't have to prep ahead of time. One of the big things is flexibility and adaptability. Those are traits that you should have while tutoring and you do not need to know everything. Part of learning to be a good tutor is helping students to develop skills and be successful on their own. Then the third job type is the third job type is SI leader or learning community mentor, which are similar positions but slightly different. You're assigned to a specific course with a specific faculty member. It often works best if you have a relationship with a faculty member, but it's okay if you're interested in supporting a subject that you don't have that relationship with. We'll talk to the faculty member. You'll attend the parent class at least once a week. Take notes, listen, plan, and lead collaborative study sessions. Work closely with a faculty member. But you're not grading or evaluating students. Also, you're not teaching or doing anything TA like. It's a support directly for the students. And benefits to the SI leaders are learning how to handle classroom facilitation, leadership, session planning, learning, re-learning, challenging material alongside the students. And so that can be something that's great if you want to do anything having to do with teaching or in the future, but also for leadership skills. We also hire our student ambassadors. So that's front desk and reception support for us here at the LARC. Learn all about the programs, help facilitate student appointments, data collection, And you would help with a variety of administrative tasks. You have to be enrolled in at least six units. And we are likely only hiring two or more student ambassadors in the fall. So just know that if that's something you're interested in, definitely apply, but we are only looking for a few people in that role. Then the last piece of this info session, I wanted to give everyone an opportunity to hear from some of our current LARC staff. So you can see here we have Audrey, Hayden, and Enzo, who have been kind enough to join us and share about their experience. What I'm gonna do is I'm going to ask them all questions and then they're going to answer from their perception, from their perspective. And then that will hopefully give more information about what these positions are like. Let's just go in the order that I see on the screen so I'll ask the questions and if we can go, Audrey, Hayden, Enzo, just answer the questions as they best fit with your role. First thing for all three of you, what is something that initially drew you to this position? For me, one of my professors referred me to the position and suggested that I might like it because I helped some of the other students in class, so I ended up applying and I do really like it. It actually, sorry. If you'll just introduce yourself quickly and say what your roles are, and Audrey, you have two. So if you want to introduce both of those. So my name is Audrey Webostad, and I am an LCM leader for statistics and a tutor for Econ. Awesome. Thank you. Hi. So, yeah, my name is Hayden, my pronouns are he him, I'm a tutor at the Writing Center and I'm also a lead tutor at the Writing Center, which basically means I sort of have a mentorship role for first-year tutors here at the Writing Center. What initially drew me to the position. One was, I'm a graduate student, I'm in the master's program and I didn't go to SSU for my undergrad. So I thought it would be a great way to sort of get involved with the community here and give back. As someone new to the school, as far as just, you know, I have a passion as someone who studies literature, I have a passion for writing, I have a passion for language, and I have a passion for teaching. And so this was just a great opportunity to sort of bring all those together. I think in a cool way. Thank you. Enzo, you're up. Hi everyone, my

name's Enzo Bergen, my pronouns are he him. And I am a Writing Center tutor. I am actually a first-year tutor; this is my second semester tutoring. And I was actually recommended by a friend to work at the Writing Center. And she said "I already work there, It's wonderful and all that", and I'm like, "Okay, well, what exactly

does that entail and how is this looking for a career path or a future" in which she's like, Well, it's an excellent resume builder. It's honestly also a really good path. The thing that also drew me to it, It's a really good path that if you're trying to teach under freshmen level classes as part of SSU program for the literature, track majors, you can do that and this looks really good when you're applying to teach there. It gives you, and I can honestly say it's given me amazing experience and it's delivered on everything I was promised. Awesome. All right. Thank you All. Second question. What do you what do you enjoy most about being whatever your role is? So Writing Center tutor, subject tutor, or LCM, what do you enjoy most about that? So, really with both being an LCM, and a tutor, I enjoy just like watching someone else kind of gain understanding. When you have those aha moments in class or whatever, It's really fulfilling, I guess, to be able to help someone in their learning process. Yeah. I guess I'll share like as a writing tutor. My favorite, you know, no matter whether I'm working with the student over multiple sessions, like over the course of a semester or one just for one session. Like both kinds are totally cool with me, but I especially like working with students over multiple sessions. Because for me it's just really fulfilling to see people develop as writers and figure out getting to know themselves better as writers and figure out strategies and techniques that really work well for them and for their specific learning styles and sort of jive with the way that they sort of think and write. That's the most fulfilling for me. Thank you. Yeah, So for me my favorite experiences are also always gonna be like It's kind of like in the middle between like what we have the 99T appointments where it's like a commitment to all tutoring sessions, But I really like it when students come back after they've had a onetime session, when a tutee comes back, it's just like it's so nice and you know how to work with them. And I've actually had a couple instances where a tutee is like, "hey, can I work on this paper with you over quite a few sessions or just to develop the style?" I'm just like seeing all the various types of goals that people set for themselves. And it really, it's not like you're there, setting goals for them. You're helping them accomplish what they want. I think It's getting that feeling of like committing to that with somebody that are doing it a few times and keep doing in the fact that you feel like you're doing, you're making a difference. Awesome. The next question is, describe what, what kind of your typical workload is. I think in the case of tutoring, maybe what it looks like for a day of showing up in tutoring. In the case of LCM, Audrey, you could maybe talk about what happens during the week. And actually maybe since we have two Writing Center tutors here, Hayden, maybe you want to speak more to the lead tutor piece. Just what that role looks like as well. My typical day as a tutor, I tutor for two hours. And I generally have a mix of econ students and some statistics students. I do also have a lot of repeated tutees. So that's really cool. Being able to watch someone succeed in the course and help them along in that process. I've really enjoyed having that as my normal day in tutoring, just seeing the same faces. As far as being an LCM, I'm over a stretch course. It's like a year long course. So I feel like I really have gotten to know the students, have a really cool environment going on. Everybody participates, we all kind of just talk and talk about how our week's going or if they're all stressed about midterms, we can talk about that. Just being an LCM, it can be more than just, oh, here's how to take really good notes. A lot of it can just be mentoring students. Even throughout the week, during class. Sometimes students will walk with me to the next class. And just like tell me about stuff like that. And being a mentor is really cool. I guess that's most of my day. But then as far as the week goes, I go to the parent course, take notes and kind of models good student behavior. For this section, It's an hour-long session. I almost always have people stay for the second hour. And ask for individual tutoring help.

Because I am a statistics person, so I can help with that a bit more. So, I think generally, we'll go over what notes people should have had in the class and they really liked doing that kind of thing. And then the second hour we'll do like homework stuff. That is my normal day/week. Yes. Speaking specifically to the lead tutor role. So again, that's a rule for experienced tutors who have tutored for more than worked at the Writing Center for more than one year. I guess there's also SI leaders that I'm a little less sure about how exactly that, what exactly that role entails, but I imagine it's fairly similar. Anyway, For the first semester, what we do is we assist in in sort of the orientation and training sessions, the beginning of this semester or at the beginning of the school year. Then throughout this semester, we we, we assist in both kind of reach out to a group of mentees of first-year tutors who we just sort of get to know. We're sort of um, we sort of fill in as a role of kind of an additional contact. And, you know, in addition to the Writing Center and LARC Director and the Assistant Director, sort of more more casual kind of resource that the new tutors can reach out to. We help facilitate observations. So that includes tutoring sessions wherein either the new tutors observe an experienced tutor working with a tutee, and then also where experienced tutors typically lead tutors observe the new tutor working with a tutee as well. And then we also respond to some of their... So first year tutors also as part of the 303 course, which I'm now blanking on the name. But it's sort of an introductory one semester course on writing center pedagogy and theory. One of the assignments is to write weekly journals reflecting on your tutoring experience. And so we also get the privilege as lead tutors to read and respond to those. Which actually is the most fun parts of that position I find because a lot of the journal reflections that the tutors write, are really interesting and really inspiring. And I've honestly learned a lot from reading and responding to those. The other, then the other roles for the lead tutors are a little more diffuse. Typically, lead tutors will maybe take on additional responsibilities when needed in the Writing Center or in the LARC. Or they will take, or they will start up sort of projects either individually or in groups. And that can be something like running a movie night or a game night or an open mic night, facilitated by the LARC. It can be by through certain other projects like putting together a, some sort of publication that's published through the LARC I'm trying to think of every example I can, but I've realized I've been rambling so I'll cut it off here, but that was illustrative if nothing else, some of the cool stuff you can get into once you, you know at the LARC and some of the opportunities outside of just tutoring that. at the LARC. Perfect, and to clarify for you out there watching. There are leadership type roles for all of our all of our different positions except for the ambassador. So that's not something that you would necessarily be able to apply for going into this semester. But it's something that if you're interested in a position that also has room for growth, we do then hire from those pools of our SIs, LCMS, our Writing Tutors and our subject tutors to take on leadership roles in the future. So just getting a sense of it's not just that base role, but there is opportunity also to take on those additional roles in the future. And Enzo, if you would give us an idea of what you do is, right? Yeah, so I primarily I could definitely attest for the first semester. Hayden pretty much nailed it for everybody who will be starting out. It will just be the inverse. You would be going to your lead tutors about those observations and the journals. The journals honestly did really help. I had my first ever tutoring session I actually had an ESL student, foreign exchange from a foreign exchange program. And I was like, Oh, okay, so this is a little intimidating, but my lead tutors were always there and it just honestly, you've just got to be ready to reach out to your lead tutors on your first weeks. And then from there it really you kind of figure out your own flow. You become your own autonomous tutor. And I have my tutoring style of like, it's very conversational. I do follow all this stuff that the LARC has given me, all these resources and it's wonderful because I feel like I'm interacting with people on my tutoring days. All I have to do is I sign on to my Zoom room, keep it open. If anybody makes an appointment last minute, I'm always willing and there to take them and then I meet with my regular tutees and it's

absolutely wonderful every day. I really it's your job to talk to people and to speak to them in a way that helps them grow. As a writer. I think that's one of the most important things in the Writing Center is that being so open about what you do, what might work for others, what might not work for others, and all the techniques in the writing process. I can't tell you how many times I've written outlines alongside students and help them brainstorm as opposed to just looking over a paper. And I think that's very important to keep in mind. Thank you. One final question. What skills or traits have you gained through working in these positions? And even what skills maybe have you developed that surprised you? What did you gain? But in particular,

what was something you necessarily didn't necessarily think you were gonna get out of this. I think I've gained a lot more patience and understanding just because as a student, I haven't ever really struggled with understanding. If I'm paying attention, I can generally pick up on a topic pretty easily. But as a tutor and an LCM, you get to see other people's experience with learning and it's not a constant. And I think I've just gained a lot of patience and understanding for people's different perspectives. Yeah. You know, I think additionally, something that I've really developed, especially over the past two years, is sort of my skill. Let me sort of the ability to adapt to different situations and be flexible. Obviously, dealing with, with COVID over the past two years, going back and forth between you now, online tutoring over, over Zoom to in-person tutoring, as well as just obviously the nature of tutoring. Each tutoring session and each each person are super different and you have to be able to be open to that. And to be able to sort of think on your feet and react to every situation. So I've found, I found this job has really helped me get better at that. Yeah, I have developed... I think it's a lot of reading a situation and it teaches you how to learn fast too, I think is a big thing because you get all sorts of papers. As a Writing Center tutor, I was surprised how little English papers I actually looked at. It was econ papers, art history papers, sociology papers. I have an anthropology student that keeps coming back to me with a very large thesis to read. And it's just learning things on the fly and learning how to communicate like, Hey, can you give me a crash course in this, just a 30 second to one-minute crash course in being able to understand like, Okay, here's the information I know, here's what I can help based off of that information, I think that it really changed the way I learn things quickly. Like I was already a fast learner, but it changed the way I interact and learn with people in it really helped me develop that skill, really good communication skill development in general. That's all the structured questions I have for you. Is there anything else you feel like would be helpful for somebody who's interested in these positions to know? Definitely gave a lot of great information, if not, no problem whatsoever. So just wanted to give an opportunity for anything extra you wanted to add, but otherwise, I think we're going to wrap it up. Gillian, do you have any final words? Just wanted to say thank you again for being here and for sharing your experiences as tutors. I actually started the job I have now as a writing tutor at the writing center and didn't want to leave. So I found a new role when we expanded. But it's a really fantastic place to work. And I love interacting with all the different tutors all the time and getting to know people. It's really a lot of fun. Thank you. Thank you for watching. Have a great day. Hope that you apply! Thank you.