

Job Title: AEI Tutor Pool

TUTORING PROGRAM

The American English Institute (AEI) Tutoring Program (also known as the Tutor and Conversation Partner Program, or the TCP Program) is an academic service provided by the AEI for students in the Intensive English Program (IEP). The AEI Tutors report to the Student Engagement Coordinator, and the purpose of the program is to support classroom learning and provide authentic language learning experiences for AEI students. The Tutoring Program accomplishes its goals through three programs: Classroom Tutoring, Conversation Partners, and Homework Help Desk.

Classroom Tutoring: Tutors attend IEP classes to provide support to AEI instructors during class by leading breakout discussions and assisting with other classroom activities (instructors provide all materials and direction).

Conversation Partners: Tutors meet weekly with students one-on-one for casual conversation, basic homework support, assistance with cultural adjustment to Eugene and the university, and cultural exchange. Conversation Partners offer international students a low-risk opportunity to connect with an American student and engage in conversations on a broad range of topics to supplement their English Language studies.

Homework Help Desk: Specially trained tutors/program assistants staff the Homework Help Desk where students can drop in between classes or make appointments for homework help and writing support (Tutor Pool tutors do not perform these duties).

POSITION

The **AEI Tutor Pool** position participates only in the Classroom Tutoring and Conversation Partners programs and generally works around 4-6 hours per week during term weeks 3-8, with a 1-hour meeting in week 1 and a 15-minute mid-term check in.

Please note that a minimum number of hours each week cannot be guaranteed. Classroom Tutoring and Conversation Partner availability is dependent on student enrollment and the number of students who opt in to the Conversation Partner program, and assignments of available slots are dependent on alignment of tutor schedules and the total number of tutors. Moreover, classes may be cancelled or rescheduled and students may drop out of the Conversation Partner program after assignments have been made.

Responsibilities include:

- Classroom Tutoring in weekly IEP classes (1 hour and 20 minutes per class).
- Work as a Conversation Partner (50 minutes per student per week, plus time coordinating meetings).
- Participate in an AEI Student Employee Training the Thursday before classes begin.
- Assist with AEI New Student Orientation (the Friday before week 1 through Thursday of week 1).
- Participate in mandatory Beginning-of-Term (BOT) Team Meeting (week 1) and Mid-Term 1:1 Check In, as well as an optional graduation party for students and student employees.
- Track all hours accurately and keep hours logs updated each week.
- Check UO email and Tutor Pool text thread daily for important messages.

- Be proactive in communicating with students, instructors, and supervisor if unavoidable scheduling conflicts arise with classroom tutoring or conversation partner sessions, and attempt to secure a substitute tutor for classes if needed.

Minimum Qualifications:

- Has native-level English speaking and writing proficiency.
- Shows an interest in helping international students learn English.
- Demonstrates punctuality, dependability, high attention to detail, and clear verbal and written communication skills in English.
- Demonstrates effective time-management skills and can be self-directed in scheduling Conversation Partner sessions.
- Is comfortable working with students one-on-one or in groups.
- Exhibits a friendly and welcoming attitude and a sensitivity to different cultural norms, attitudes, beliefs, and practices.
- Exhibits interest in and curiosity about other countries and cultures.
- Demonstrates promptness in responding to phone and email communications.
- Exhibits flexibility and adaptability to changing circumstances.
- Minimum GPA of 3.0.

Preferred Qualifications:

- Majoring in International Studies, Linguistics, Communication Disorders, Foreign Languages, Journalism, Education, or related field.
- Is certified in SLAT, CRLA, or related field.
- Has advanced knowledge of English grammar and writing.
- Exhibits an understanding of clear and patient communication with English Language Learners.
- Experience living or working abroad and/or training in intercultural communication.

Starting hourly rate: \$13.15