Study Group and Tutor Clearinghouse Intern description

The role of the Tutor Clearinghouse/Study Groups Intern is to provide support to the Tutor Clearinghouse and Study Groups professional staff in the day-to-day management of various TC and SG programs. Tasks include:

**Managing parts of the Peer Tutor Program or Study Groups Program** (reporting to the Peer Tutoring Program Coordinator/Study Groups Program Coordinator)

- Termly tutor/leader recruitment
- Processing study groups payment
- Ongoing match notification
- Tutor resource management
- Monitoring the Tutor Clearinghouse Canvas Page
- Acting as a resource to students seeking information about the Peer Tutoring Program or Study Groups program
- Daily management of the Study Group program, and all its variables,
- Managing match issues in the absence of the Peer Tutoring Program Coordinator
- Working on long and short term projects
- May be asked to provide receptionist work

**Special Projects** (reporting to the Assistant Director of the Academic Skills Center)

- Assisting in program promotion (social media pages, bulletin boards, flyers, etc.)
- Program development and assessment
- Website management projects
- Data base maintenance
- Online research
- Miscellaneous administrative duties to support TC and ASC activities.

Candidates should be

- Independent, motivated students who want to help others, and
- Should possess excellent communication and organizational skills in order to further the goals of the Study Group Program.
- Attention to detail is essential, along with a strong internal motivation and the ability to work well independently.
- Solid computer skills are an important component of this position.