

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Worksite Name: Math and Science Tutoring Center

Work Scholar job title: Lead Science Tutor - Pathophysiology

Describe the duties of this position.

Initial duties (first semester):

- One of these three options will be chosen for the first semester in the position, depending on Work Scholar schedule availability:
 - The Work Scholar will attend BIOL-312 each day and take notes to model good notetaking for the other students (2.5 hours per week). If the recitation section (BIOL-314) is being offered during the new Work Scholar's first semester of the new position and the Work Scholar is available during that time, the Work Scholar will also attend BIOL-314 (once per week) and help with the small group discussions and problem-solving (1 hour per week if offered).
 - If the Work Scholar is unable to attend the BIOL-312 lectures twice a week, the Work Scholar will instead watch the recorded lectures (if the lectures are recorded) for 2.5 hours per week.
 - If the Work Scholar is unable to attend the BIOL-312 lectures and the lectures are not recorded, the Work Scholar will instead meet with BIOL-312 faculty weekly (or as desired by faculty) to check in and receive updates on current topics and areas in which students may potentially struggle (meeting time may vary, depending on faculty preference, but this time will count toward the required work hours).
- The Work Scholar will help organize study groups and help train students in study groups to study together effectively.
- The Work Scholar will work scheduled drop-in hours in the Math and Science Tutoring Center and/or in the nursing skills labs with a focus on tutoring Pathophysiology students and medical-surgical nursing students.
- The Work Scholar will hold exam preparation sessions for the Pathophysiology students prior to quizzes/exams. The primary purpose of the exam preparation sessions will be on helping Pathophysiology students learn how to learn effectively, with a secondary purpose of helping students to make sense of and understand the content.

- The Work Scholar may have some drop-in hours reassigned to appointment hours, if needed, and if deemed appropriate (as determined by the Pathophysiology faculty, the tutoring center coordinator, nursing faculty, and the Work Scholar).
- The Work Scholar will maintain a reflection journal (“What am I learning in this position?”) and meet with BIOL-312 faculty, nursing faculty, and/or the tutoring center coordinator periodically to discuss those things.
- The Work Scholar will participate in tutor orientation/training meetings and activities.

Progressive duties (to work toward after the first semester):

- Help train new tutors, particularly science tutors.
- Host exam preparation sessions for Pathophysiology students prior to quizzes and exams.
- Schedule at least an hour or two a week as designated study and/or homework assistance times for groups of Pathophysiology students to attend together.
- Hold a “learn how to learn” workshop specifically targeting Pathophysiology students, and possibly open to students in other science courses as well.
- Attend and possibly present at regional conferences.
- Help in other science classes (particular sections/days/times as needed/assigned).
- Maintain a reflection journal (“What am I learning in this position?”) and meet with BIOL-312 faculty and/or the tutoring center coordinator periodically to discuss those things.
- Other duties as determined and agreed upon between the tutoring center coordinator, BIOL-312 faculty and/or nursing faculty, and the Work Scholar.

List the learning opportunities for this position.

- Tutoring with a focus on Pathophysiology.
- Learning techniques for tutoring science (particularly Pathophysiology) effectively.
- Helping students learn how to learn effectively.
- Exposure to, and becoming comfortable with, different pedagogical styles for the same content.
- Reinforcement of the science concepts required for success in nursing coursework, state board licensure exams, etc.
- Developing customer service skills.
- Learning how to train others.
- Conference attendance/presentations (depending on available funds, conference location, and status of the pandemic).

What qualifications are required for this position?

- A Nursing major is preferred, but a Biology major would also be considered.
- Successful completion of BIOL-312 with a B+ or higher is preferred. A student that earned a B in BIOL-312 would be considered for the position with consent of the BIOL-312 faculty.
- An unofficial transcript must be submitted with the application for this position.
- Minimum GPA of 3.0

What skills are required for this position?

- Good oral and written communication skills
- Good organization/time-management skills are preferred (to model those behaviors for students)
- The ability to take good notes is preferred (to model for students)

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