Subject Tutor Position Description

Starting Pay: $15.70 per hour

Primary Tasks

- Assist students in one-on-one and small group appointments with topics related to the class(es) you're applying for
- Take session notes after appointments
- Participate in pre-semester orientation and periodic trainings
- Complete INT 193 class and work toward College Reading & Learning Association (CRLA) certification
- Subject Tutors work approximately 4-8 hours per week

Benefits of Working as a Peer Tutor

- Gain leadership and communication skills
- Gain connections and referrals on campus by working with faculty, staff and peers
- Improve your own study skills and skills related to your content area
- Pay starts at $15.70 per hour

Position Requirements

- 3.0+ Current GPA
- Must have received an "A" grade in the course(s) that you're applying for or anticipate an "A" if currently enrolled
- Must include a faculty reference from a SUNY New Paltz instructor. We recommend the referral come from the department of which you are applying, when possible.
  - Please use the link on the website to forward to the faculty/staff of your choice. They will be asked to fill out a short form on your behalf that will take no longer than 5 minutes. A full letter of recommendation is not required.
- Must be available for pre-semester training, please check the website for orientation dates
- Must enroll in Tutor/Consultant Training Course, INT193, throughout the Fall semester. Days/times of the course will be provided during the interview. Once you know the day/time of the course, please keep the class time open on your schedule. Information on how to enroll will be provided for students once hiring is complete.
- Must be able to hold consistent week-to-week tutoring schedule at the Center for Student Success – each tutor will be asked to work 4-8 hours per week
- Position is open to ALL majors
- Preferred – Be available for at least two semesters

FAQ's

Can I apply for more than one position at the CSS?

Yes, you can apply for as many positions as you would like, as long as you qualify for each individually. Each position (tutor, writing consultant, etc.) has a separate interview and selection process. Specific subjects within a tutoring position (applying for both Biology and Chemistry for example) are considered the same position and will be interviewed at the same time. A student may be hired for one or multiple subjects in one semester.

Who should I use as my reference?

You can choose any instructor, faculty or staff from the department that you're applying for. If you are a transfer student, you can also use instructors from your previous institution if needed.

What is INT 193? How do I enroll? What if I can't make it to this class every week?

INT 193 is a one-credit class offered each Fall and covers tutor training, resources, and pedagogy. You can sign up for INT 193 like you would any other class. Since INT 193 is required for our tutor accreditation, students that are not able to take the course cannot be tutors for that year.

What will my day-to-day job look like?

Tutors usually work between 4 and 8 hours per week. Each tutor is given a 15-minute prep time before their first session of the week to complete paperwork and the rest of the time is student contact time in one-on-one and small group sessions of up to four students. If there are no students during an appointment time, you are still asked to stay on the clock and help at the CSS. In addition to weekly hours, the INT 193 class, pre-semester orientation and occasional meetings are also a paid part of the position.

How does the interview process work?

Students that are selected for an interview will be emailed using their SUNY New Paltz email address to request an interview. Selected students will then meet with the CSS Coordinator for a one-on-one interview either in person or over Zoom. After interviewing, students selected for positions will be notified by the end of the Spring term or in rare cases over the summer.

Is the pre-semester training mandatory?

Yes, students that are hired should plan on attending training in person. If you're not able to attend we recommend waiting until next semester to apply. Students with other on-campus positions should make sure that they are able to attend the entire training before applying.

I have a question that isn't covered here. Who should I contact?

Please email us at the CSS using css@newpaltz.edu.