



## **Undergraduate Peer Tutor Job Description**

The Center for Arts & Language (A&L) is a college-wide resource offering academic support and advocacy for effective and expressive communication at the many intersections of arts and language. Tutors support peers in developing written, spoken, and visual communication skills and strategies by sharing dialogue, feedback, and resources.

Our staff is a community of engaged, generous, collaborative thinkers who love working with fellow students. We represent a broad variety of backgrounds, languages, and discourse communities that shape our own ways of communicating and how we support others. This role offers a rare opportunity to interact meaningfully with people from across departments and to gain highly valuable interpersonal skills. If you're interested in...

- helping and learning from others
- sharing your appreciation for communication in the context of art and design
- interpersonal, interdisciplinary, and intercultural connection
- the interplay between identity and communication
- developing your own knowledge and professional experience

then tutoring might be a good fit for you.

Peer tutors conduct hour-long, one-on-one sessions with all kinds of composers (confident, concerned, or in between) consulting on any written, spoken, and/or visual project (academic, professional, personal, etc.) at any stage of the process (from brainstorming to drafting to revision). While an individual piece is generally the focus of a tutoring session, our ultimate goal is to help students become more aware of and engaged in their own processes.

We offer tutoring appointments both in person at the center and online via Zoom. In the event it is required for the health and safety of the community, we can also operate completely online. In any case, however, tutors must conduct their work from within the state of Rhode Island; RISD is making no exceptions for students living or traveling out of state for any reason.

All tutors start working in September and continue for the full academic year (exceptions can be made for Wintersession travel). Time commitments are flexible: between 4 and 8 hours/week; staff also commit to 12 hours outside regular shifts for new tutor training and ongoing tutor education spread throughout the academic year. Training explores pedagogical and practical aspects of tutoring—from materials and strategies for supporting public speaking and visual communication to broader thinking around identity formation and allyship in leadership roles. All tutoring and professional development hours are paid at the Level IV position rate (currently \$12.55/hour).

### **Skills & Qualifications**

No prior tutoring experience is required. We welcome and encourage applications from students who speak multiple languages and have experience in a variety of discourse communities. In applications and interviews, we look for:

- an ability to focus intently, read closely, listen carefully, and question effectively
- an easygoing manner and enjoyment working in groups and in peer-review
- comfort using online tools, especially Zoom, Canvas, and Google Docs
- appreciation for interpersonal, interdisciplinary, and intercultural exchange
- strong writers and readers with experience in various genres and discourse communities, including American academic essays
- an ability to articulate the qualities of successful communication as well as your own ideation, composing, and revision processes

### **How to Apply**

All positions will be filled no later than August 31; early applications (by June 1) are encouraged.

[Apply via this Google Form](#). Before you begin, you'll want to have the following materials ready:

- a letter of interest describing why you'd like to be a tutor and what makes you a strong candidate for the role
- your current résumé, including any related experience
- names and email addresses for two academic or professional references
- an academic writing sample (required): something analytical and/or argumentative is most helpful; additional samples in other genres are welcome
- graphic design samples (optional): a poster, book layout, website, etc.
- evidence of public speaking skill or experience (optional): video and/or audio recordings

Call or email Meredith Barrett, Assistant Director, with any questions before or after applying:

401-454-6521

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