

# RESIDENCE HALL TUTOR AGREEMENT 2020-2021

I, \_\_\_\_\_, hereby accept the position of Residence Hall Tutor for the 2020-2021 academic year. I agree to fulfill the duties of the position as defined by the Office of Student Life and this agreement. The agreement term is August 24, 2020 to December 13, 2020 for the Fall Semester, and January 19, 2021 to May 9, 2021 for the Spring Semester.

## **Position Summary**

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The Residence Hall Tutor position is a student position that provides academic support and mentorship to students living in the Residence Hall Complex through the staffing of the Educational Resource Center (on the 2<sup>nd</sup> floor of the Residence Hall). Residence Hall Tutors hold regular office hours (15 hours per week) in the ERC and assist students in an environment with minimal supervision.

## **Position Requirements**

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As a Residence Hall Tutor, I understand I will be expected to:

- Demonstrate competency in the following academic areas: prose writing, mathematics, and oral and written communications.
- Agree that the Office of Student Life and partnering tutoring resources will review my academic transcript(s) to determine successful completion of courses which indicate competency in necessary academic areas. I further agree that I will supply transcripts from institutions which are not represented on the Casper College transcript.
- Reside in the Wheeler Terrace Apartments in a unit provided as compensation for the position.
- Maintain a minimum semester GPA of 3.0 **and** a cumulative GPA of 3.0 throughout my term as a Tutor.
- Be enrolled as a full-time student in a minimum of 12 credit hours. Credit hours may be a combination of hours from Casper College, the University of Wyoming at Casper, and other institutions formally affiliated with Casper College.
- Complete and be expected to pass a criminal background history check.
- Have a positive financial, academic, and student conduct status with Casper College.
- Be available for bi-weekly one-on-one meetings with the Residence Hall Area Coordinator.
- Be available for training sessions each semester (see *Major Job Components*).
- Complete a housing application for Wheeler Terrace and have an active security deposit on file.

## **Major Job Components**

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### ***Tutoring and Student Academic Support***

- Staff the Educational Resource Center (ERC) for residence hall students and provide tutoring services
  - Desired hours for the ERC are 6-9 pm, Sunday-Thursday; however, the Office of Student Life is willing to be flexible with Tutors to accommodate their schedules
  - Assist students on walk-in basis on homework, class concepts, projects, exams, and papers, for lower-level math, English, science, public speaking, communication, and related courses.
  - Collaborate with the Area Coordinator and Director of Student Life to identify areas of academic need among residential student population, and specific ways and strategies to meet these needs in the ERC.
  - Keep records of student attendance and utilization of the ERC for tracking and program evaluation purposes.
- Complete training with other tutoring and academic support center on campus to sharpen tutoring skills and receive guidance and support from professionals on campus.
- Collaborate with the Office of Student Life to continually market the ERC and tutoring services to the on-campus student population.

- Conduct one-on-one academic intervention meetings with students, as directed by the Director of Student Life.
- Fulfill all aspects outlined in the *Community Development Model*.
  - Be available and accessible to residents, spend adequate time in the community, and regularly interact with the hall/floor community.
  - Create an inclusive and welcoming environment for all students.
  - Plan, implement, and document regular programming in accordance with the *Community Development Model*.
  - Keep residents informed of campus and hall activities by posting flyers and directly communicating with all residents.
  - Participate and assist with Student Life, Athletics, and other events as designated by supervisor.
  - Perform and report academic follow-up with residents.
  - Role model positive personal, academic, and job-related behaviors.
  - Demonstrate a positive attitude, enthusiasm, and pride for the RA position.
- Perform other duties as assigned.

### ***Teamwork & Supervisor Interaction***

- Support Student Life and student staff team.
  - Maintain a positive working relationship with supervisors and keep supervisors informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
  - Maintain a positive working relationship with fellow Tutors, Resident Assistants, other Student Life staff, and Casper College faculty and staff.
  - Tactfully discuss concerns with staff members and supervisor and express ideas in a meaningful way to resolve interpersonal conflicts.
  - Consistently demonstrate behavior characterized by integrity; this includes, but is not limited to, providing accurate and true information on all documentation and communication.
- Tutors are able to pursue on-campus employment in other areas (not to exceed the institutional maximum of 19 hours per week); however, Tutors must discuss additional employment with their supervisor to ensure that they are able to adequately manage all academic and work responsibilities.
- Perform other duties as assigned.

### ***Administration & Desk***

- Attend trainings and meetings as directed by the Office of Student Life.
- Monitor Casper College email account daily for work-related messages, and respond within one business day.
- Communicate professionally and appropriately with all students and CC staff/faculty as a representative of the College.
- In the course of performing their duties, Tutors may have access to and may be made privy to sensitive and confidential student information. Tutors must maintain the security and confidentiality of this information by not divulging information to any person unless in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Perform other duties as assigned.

### ***Policy Enforcement & Role Modeling***

- Review and understand all items outlined in the *Residence Hall Terms & Conditions* and the *Casper College Student Handbook* and report all safety concerns or violations of policy to a Resident Assistant or Campus Security in a timeline manner.
- It is necessary to report all safety, security, health and behavioral concerns. Specifically, Tutors must report any and all threats or incidents of violence (including self-harm) or sexual misconduct immediately and in-person or by phone to their supervisor or Campus Security.
- Serve as a positive role model through all internet activity and computer-related communications including, but not limited to, instant messaging, online journals, texting, social networking sites, mobile applications, and email communications.
- Adhere to all Federal and State Laws as well as College policies (as outlined in the *Residence Hall Terms & Conditions* and the *Casper College Student Handbook*) whether on or off campus.

- Tutors will be held responsible for violations of the *Residence Hall Terms & Conditions* and the *Casper College Student Handbook*. Cases will be adjudicated in accordance with the College's conduct process, and applicable outcomes and sanctions shall be assigned independently of any applicable job action, which may include termination of employment.
- Tutors will not speak to any media/communication outlet as a representative of the College or Student Life. Media inquiries should be directed to one's supervisor or Casper College Public Relations.
- Perform other duties as assigned.

**Compensation**

In exchange for providing the services listed above, Residence Hall Tutors will be a scholarship which offsets the cost of a Wheeler Terrace Apartment for the duration of the agreement term. The value of this arrangement is \$2,704 per semester and \$5,408 for the full academic year.

**Reappointment**

I understand this appointment is only for the 2020-2021 academic year and I must apply for reappointment. Reappointment is not guaranteed as it is contingent on my work performance.

**Termination & Resignation**

I understand that unsatisfactory performance or breach of Agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

- Termination or resignation from the Tutor position may affect eligibility to continue or assume further employment within Student Life.
- Separation from the Tutor position prior to the end of the contract year, whether due to resignation or termination, will result in the loss of compensation. Departing Tutors will be given the option to vacate their provided apartment, but will be responsible for any housing costs incurred thereafter should they wish to continue residing on-campus.

**Agreement**

I have read and acknowledge the Residence Hall Tutor Agreement. By signing this agreement, I understand all that is expected and required of me as a Tutor. I understand that this agreement is subject to the availability of funds and may be canceled if Wheeler Terrace, or a part thereof, is closed, or if College needs change. I understand that as a student employee of Casper College I am at-will and this is an at-will position. I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in corrective action or termination. This Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated to me by my supervisor throughout the agreement term.

\_\_\_\_\_  
Signature of Residence Hall Tutor

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name of Residence Hall Tutor

\_\_\_\_\_  
Signature of Director of Student Life

Date \_\_\_\_\_