

# NAZARETH UNIVERSITY

## Tutoring @ Naz Overview

### Tutoring @ Naz Program:

Tutoring @ Naz operates out of the Office of Student Success and offers Peer Tutors to current students who request tutoring in any course except for Math, English, Philosophy and Foreign Language. In a circumstance where these resources on campus do not meet the needs of the individual student a tutor can be provided.

Both individual and group (learning lab) tutoring are available. The format of the tutoring depends on the demand for tutoring in a particular content area. If there are many students seeking support in a specific course, a learning lab will be set up to meet the high level of need with the limited number of tutors available. Tutoring is FREE for all Nazareth College students.

Tutoring is a supplemental resource; all students should first utilize class time, professor office hours and any department workshops or review sessions before seeking a tutor.

### Requirements of the Tutor Position – Tutors MUST:

- Be enrolled in a Nazareth undergraduate or graduate program. **(Current Student)**
- Have at least a 3.0 cumulative GPA. **(High Academic Performance)**
- Have received at least a B+ in the course(s) he or she is tutoring. **(Successful Course Completion)**
- Receive a recommendation for EACH course they are tutoring. **(Professor Recommendation)**
  - RSVP to attend a 30 min. in-person or virtual workshop. Additional training requirements will be discussed in the workshop. **(Training)**

### Details/Benefits of the Tutor Position:

- **Individual Tutors:** Up to 2 hours/week per paired client
- **Learning Lab Tutors:** Up to 6 hours/week per course (dependent on number of clients in lab)
- **Flexibility:** Specify how many hours you can tutor and choose, along with client, when to tutor (can include weekends and nights if preferred). Tutors are not required to tutor during finals week unless they choose to make arrangements.
- **Location and Commitment:** All tutoring must be done on campus and tutoring obligations run from the second week of classes (or once you are paired with a client) to the last day of classes.
- **Build Your Resume:** Tutoring @ Naz is a paraprofessional position.
- **Get Paid:** \$14.20/hr bi-weekly. Submit hours through NazNet. Work-study salaries are available.
- **Logs:** Tutors must log all their tutoring sessions each week. Details provided in training.

### How to Become a Tutor:

- **Application:** Must complete and submit all sections of the Tutor Application, found at [www.naz.edu/tutoring](http://www.naz.edu/tutoring).
- **Moodle:** Must enroll in the Self-Enrollable “Tutoring @ Naz” Moodle page.
- **Training:** Please email [Tutoring@mail.naz.edu](mailto:Tutoring@mail.naz.edu) to set up tutor training.
- **Recommendation:** Contact your professor to receive a recommendation as described above.
- **Instagram:** @nazstudentsuccess
- **Payroll:** Must fill out a Work Authorization form which will be provided at training. If the tutor has not previously worked on campus, they will need to fill out additional tax forms at Payroll Office.
- **Pairing Procedure:** The student will not be called upon to tutor until a Request for Tutoring in their course(s) has been submitted and they have completed all the application requirements (as described above). We ask that any applicants commit to tutoring for the duration of the semester.

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