General Position Description in Student Employment as a Modern Languages, Literatures, and Cultures Tutor/Assistant *

Openings will vary for the following positions:

- French Tutor / Assistant
- German Tutor / Assistant
- Chinese Tutor / Assistant
- Japanese Tutor / Assistant
- Russian Tutor / Assistant
- Spanish Tutor / Assistant

Please note that needs and expectations with each language will vary, below you will find generalized information, not all portions may apply to your situation, and there may be additional needs or expectations not listed here.

Benefits:

- Standard Gustavus student employment hourly pay rate.
- Develop your ability to effectively tutor and interact with others.
- Further develop your language abilities.

Desired Skills:

- Advanced to Native level fluency in target language.
- Hard working, honest, reliable, and personable.
- Thorough understanding and ability to explain target language grammar and culture(s). Previous tutoring experience desired but not necessary.
- Comfortable speaking in the target language.
- First hand cultural experience related to target language.
- Other language related skills.

Some primary duties and expectations may include:

- Tutor individuals or small groups.
- Tutoring may involve helping students develop their skills in conversation, reading, pronunciation, grammar, writing, and other needs.
- Help with grading or other needs from professors / instructors teaching the target language.
- Responsibly manage a personal tutoring calendar.
- Produce feedback for professors on tutoring sessions.
- Participate in training through periodic meetings and other approaches such as classroom observation.
- Communicate effectively with and respond promptly and adequately to requests from the Tutoring Supervisor (Director of the Culpeper Language Learning Center) and the Language Advisor(s) for your language.
- Arrive on time to shifts, responsibility manage your time.
Some secondary duties may include:

- Develop your skills in the target language and as a tutor through reading and other activities.
- Help with tasks, projects, or other needs of the Culpeper Language Learning Center. For example you might be asked to help in translation and transcription efforts for example.
- Help with other needs from the MLC department.

Contact/Information/Apply:

For current availability and/or to apply for a position (when available), please email the Tutoring Supervisor, Jeremy Robinson (jrobin3@gustavus.edu) along with the appropriate Language Advisor(s) based on the language you are applying for:

French: Laurent Dechery (dechery@gustavus.edu)
Japanese: Toshiyuki Sakuragi (sakuragi@gustavus.edu)
German: Patricia Branstad (pbranst2@gustavus.edu)
Chinese: Nan Li (nli@gustavus.edu)
Russian: Denis Crnkovic (cronk@gustavus.edu)
Spanish: Carlos Mejía (cmejia@gustavus.edu) and Darío Sánchez-González (dsanchez@gustavus.edu)

*Please note that students needing Special Approval may or may not be given approval to work.*