

## Position Description

### POSITION PROFILE

**Position Title:** DSO: Note Taking, Mentoring, Study Partner/Tutoring

(Depending on need basis)

**EOU Department/College:** Learning Center/ Disability Services

**EOU Supervisor Title:** Accommodations Specialist

**Typical Job Duration:** Academic term

**Job Level:** Level 1

**Type of Schedule/Typical Hours:** Flexible hours tailored to accommodate academic schedules and service requirements

**Typical Number of Hours Per Week:** 1-3 hours per week:

- Note Taking: 1 Hour per week
- Mentoring: 1-2 hours per week
- Study Partner/ Tutoring: 1 – 3 hours per week

## POSITION INFORMATION

### Student Position Description Summary:

Eastern Oregon University (EOU) seeks individuals on a need basis for the roles of Note Taking, Mentoring, and Study Partner/ Tutoring within the Disability Services Office (DSO). These positions support students with disabilities by providing access to lecture materials and providing support in exploring and implementing various study and time management skills. These positions require punctual and regular attendance. Candidates may apply for and perform one or multiple roles based on their skills and interests.

### Job Duties/Responsibilities/Essential Functions:

#### NOTE TAKING

- Type or write clear and concise classroom notes
- Submit completed notes promptly after every class period
- Follow department policies, and procedures
- Ensure confidentiality regarding student information

#### MENTORING

- Coach assigned students with scheduling their time for academic success, developing organizational skills, and academic performance strategies such as note taking and accessing resources
- Assist assigned students regarding enrollment and school processes such as registering for classes and financial aid / paying for college
- Demonstrate commitment to the assigned student's overall academic progress
- Ensure confidentiality regarding student information

#### STUDY PARTNER/TUTORING

- Review course information, materials, and scheduling for best results on assignments and exams
- Assist students in analyzing assignments and readings; interpreting discipline- specific problems and situations
- Coach assigned students on how to use critical thinking/ and or communication skills
- Ensure confidentiality regarding student information

## OTHER DUTIES

- Responsible to promote the welfare and best interests of students at all times
- Ability to perform assigned duties in a manner consistent with applicable laws, regulations, and goals of the community and university system
- Demonstrate commitment to fostering and supporting a teaching, learning, and working environment honoring diversity, equity, and inclusion
- Perform other related duties as assigned and/ or required

## HIRING CRITERIA

### Minimum Qualifications:

- Note Takers, Mentors, Study Partners, and Tutors must be in good academic standing
- Be enrolled in a minimum of six credit hours for undergraduate student and nine credits for graduate student
- Maintain at least a “B” in any courses for which they serve as Note Takers, Mentors, Study Partners, or Tutors \*Failure to keep this standard may result in termination of job
- Follow campus regulations and local, state, and federal laws, regulations and ordinances

### Preferred Qualifications:

- Experience in tutoring, mentoring, or similar roles
- Knowledge in specific academic disciplines for tutoring
- Strong organizational and communication skills
- Demonstrate success working with individuals and groups representing a wide range of diverse cultural, geographic, and socioeconomic background

### Desired Knowledge, Skills & Abilities:

#### NOTE TAKING

- Demonstrate promptness by turning in notes to the Disability Services Office through email or in-person ([disabsvc@eou.edu](mailto:disabsvc@eou.edu), LH 236) after every class period
- Regular class attendance and engagement

#### MENTORING

- Working knowledge of EOU school processes
- Practices effective study habits

## **STUDY PARTNER/TUTORING**

- Ability to convey concepts in multiple ways for a variety of learning styles
- Ability to teach a variety of time management techniques to the assigned students

## **STUDENT LEARNING OUTCOMES**

*As a result of employment in this position, the student will:*

### **Technical Learning Outcomes:**

- Gain knowledge of confidentiality rules and procedures, ensuring compliance with privacy laws
- Practice effective coaching strategies to help students develop organizational skills, time management, and academic performance strategies
- Learn various instructional techniques to accommodate diverse learning styles and need help students understand course material, prepare for tests, and complete assignments

### **Industry Learning Outcomes:**

- Gain experience in educational support roles, enhancing employability in educational and counseling fields
- Learn the purpose of EOU's mission and vision
- Develop an understanding of the legal and ethical considerations in providing academic support to students with disabilities
- Build relationships with faculty and staff to coordinate and enhance support services for students with disabilities

### **Career-Readiness Learning Outcomes:**

- Develop skills in effective communication, critical thinking, and specialized knowledge in academic disciplines
- Foster a climate of multi-cultural understanding and appreciation
- Function as a team player by engaging in collaborative projects, developing strong interpersonal communication and apply conflict resolution strategies
- Build professionalism by exhibiting professional behavior, participate in professional development, adhere to ethical standards, and present oneself appropriately in various settings
- Demonstrate reliability by showing consistent performance, taking responsibility for actions, and building trust through reliable and honest interactions
- Develop active listening skills

## **PROFESSIONAL DEVELOPMENT & TRAINING**

## **Professional Development & Training**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- Safecolleges- Communication Styles and Skills
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## **LEARNING ASSESSMENT & PERFORMANCE EVALUATION**

### **Learning Assessment and Performance Evaluation**

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework