

## Study Stop Learning Consultant Position Description

**The Center for Academic Success and Transition (CAST) seeks qualified students to work as Learning Consultants for our Study Stop program during the Fall 2023 Semester.**

Study Stop is a free tutoring program for students to meet in-person or virtually with a Learning Consultant for extra support with coursework. A Learning Consultant provides one-on-one or small group academic support for undergraduate students. The goal is to help students better understand course material and relevant study skills to improve their academic performance. Learning Consultants assist students in various subjects, including Accounting, Biology, Chemistry, Math, English, Engineering, Psychology, Sociology, Spanish, and Statistics. Additional subjects may be tutored based on demand for courses.

Study Stop is currently operating in-person in Love Library South and via Zoom by request

- Appointments: Monday - Friday, 8:00 am - 5:00 pm
- Drop-in Hours: Monday - Thursday, 5:00 - 8:00 pm

### **Compensation and Scheduling:**

- Starting at \$11.00 per hour with merit-based increases available
- Learning Consultants create their schedule for tutoring based on their availability
- Work will not exceed 15 hours a week
- Study Stop will not operate on holidays or student breaks

### **Duties and Expectations Include:**

- Provide tutoring to students seeking assistance, either one-on-one or in small group settings
- Help students learn concepts related to your tutoring subject area(s)
- Help students learn and practice good study habits
- Exhibit patience and creativity in explaining challenging material
- Enhance the learning experiences of students by providing a welcoming and positive environment
- Demonstrate an ability to work with diverse populations and cultures
- Provide referrals to campus resources and campus partners
- Attend and engage in meetings with supervisor
- Maintain communication with supervisor
- Actively take part in training and professional development sessions and learning modules
- Abide by the University of Nebraska-Lincoln policies and procedures

### **Minimum Qualifications:**

- Current full-time undergraduate or graduate enrollment at the University of Nebraska-Lincoln
- Class standing of sophomore or above at the time of appointment
- Minimum cumulative GPA of 3.5, in good academic standing, and making satisfactory academic progress
- Excellent communication and organization skills
- Ability to work with diverse populations and cultures

### **Preferred Qualifications:**

- Previous experience as a tutor or learning consultant
- Previous experience as a teaching assistant or graduate assistant
- Previous experience as an academic-based peer mentor

**Applications are available online at: <https://success.unl.edu/study-stop-learning-consultant-application>  
Application open until positions are filled.**

Questions? Please contact Jordan Heim at [jordan.heim@unl.edu](mailto:jordan.heim@unl.edu) or 402-472-1880.