

Academic Success Tutor (Biology Peer Advisor)

Duke Kunshan University

Job Description

Position Overview:

Duke Kunshan University (DKU), located in Kunshan, China is embarking on the next phase of their ambitious plan to provide a student-center Liberal Arts research education. DKU is looking for candidates with experience in several areas critical to the mission of the university. Duke Kunshan University is a 21st century university with a highly integrated and interdisciplinary curriculum. Under the direction of the Associate Dean, Academic Success Tutors will be expected to work in collaboration with faculty to develop tutorial strategies and foster learning development to best assist undergraduate with the new and innovative curriculum.

Reports to:

Associate Dean for Academic Advising

Essential Duties:

The Academic Success Tutor – (Biology Peer Advisor) position serves up to a 3 year-contract term with eligibility for renewal and work in the Academic Resource Center within the Office of Undergraduate Advising Primary responsibilities will focus on biology tutoring, supplemental instruction, learning strategies, and academic coaching.

Responsibility include but not limited to:

- Provide high-quality tutoring related to biology (e.g., biomolecules, molecular biology, foundations of genetics, principles of evolution, metabolism and physiology).
- Collaborate with instructors and curricular divisions to facilitate the integration of tutoring services with the total undergraduate academic experience of the University.
- Work with Student Affairs to assist faculty and students with academic accommodations to identify best strategies in learning biology related course material.
- Provide tutoring in-person or online both in group and individual format.
- Maintain physical and online supplemental tutoring, academic coaching, and learning support services.
- Provide and maintain records/assessment related to tutorial usage and operations.
- Coach students whom might experience academic difficulty.

- Facilitate learning and skill assessments to help identify best academic success tutoring strategies.
- Assist the Coordinator for Academic Success in developing a comprehensive undergraduate peer tutoring and coaching program.
- Serve as an academic success learning development facilitator.
- Provide support related to advising operations (e.g., New Student Orientation, Major Declaration, Open Houses, Tutor Training, Academic Coaching, Student Recognition, Academic Planning).
- Participate and contribute to Academic Resource Center professional development activities, technology training, learning inclusion, and serve on university committees and/or taskforces as assigned by the Associate Dean for Academic Advising.
- Maintain Peer Tutoring and Mentor International Certifications (College Reading & Learning Association (CRLA)).
- Support the Associate Dean for Academic Advising with academic success initiatives and provide advising as assigned.
- Other duties and special assignment.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Secondary Duties:

Under the direction of the Associate Dean for Academic Advising, work in collaboration to provide leadership to tutoring and academic success initiatives. This position may change as the campus grows and develops over the next several years. This position will require a flexible work schedule.

Required Qualifications:

- Candidates interested in a position in the Academic Resource Center within the Office of Undergraduate Advising should clearly identify which subject(s) they can tutor in their cover letter and CV/resume. Candidates will need to provide additional qualifying material such as official transcript that indicates a final grade of B+ or better on a 4.0 scale in the subject, faculty recommendations, and/or instructional portfolio. Additional responsibilities will be assigned based on experience and needs of the Office of Undergraduate Advising.
- English speaking and writing Skills required.
- Completion of a Master's Degree or higher from an accredited college in Biology, STEM studies, Teaching, Higher Education, or related field(s).
- People skills and good positive attitude.

- Ability to collaborate and think innovatively.
- Knowledge of student learning strategies and learning outcomes.
- Completion of tutoring certification preferred.
- Experience in teaching, tutoring, or delivering academic support to students at the post-secondary instructional level, strongly preferred.
- Experience at a college environment with a diverse cultural and ethnic student body, highly desirable.
- Knowledge of effective techniques and strategies in subject area.
- Use of tutoring strategies for improving student study and success skills.