



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

EngLinks Tutors

Academics



EngLinks Tutor Position Description

Purpose/ Main Goal:

Engineering is a very academically challenging and demanding program. The main goal of EngLinks is to help Queen's Engineering students overcome these academic challenges by providing guidance, study resources and connecting them with helpful upper years who are eager to assist and share their knowledge. As an EngLinks Tutor, you will assist EngLinks in accomplishing this goal by directly helping students with their studies. This can include one-on-one tutoring, exam preparation workshop leading and study resource generation.

More information about EngLinks can be found at: <https://englinks.ca/about-englinks/>

Job Description:

EngLinks tutors are the warm, hard working, enthusiastic and passionate faces of EngLinks.

1. The first opportunity is **one-on-one tutoring or small group tutoring** of first year, upper year and high school students. The time commitment is flexible, as it can be worked around the tutor and student(s)' schedule. The tutor may meet with their student(s) during a scheduled time, or whenever the student(s) requires academic assistance. A tutor can specialize in one of the many subject areas. A complete list of the different specializations can be seen under the "select a course" tab on the EngLinks page <https://englinks.ca/find-a-tutor/>.
2. The second opportunity is **workshop tutoring**. A workshop tutor prepares a group of students for an upcoming examination by leading them through a booklet. Workshop tutors must be confident and able to captivate the attention of a large group of people. A workshop tutor is responsible for attending a tutor review before each workshop and may be asked to perform a test drive to give feedback and make improvements. Tutors can register for as many workshops as desired, making the time commitment flexible.
3. The third opportunity is **resource generation**. This can be done for independent study resources available on the EngLinks website, or for workshop workbooks. The tutor must submit a proposal document to the management team. Once it is approved, they can develop the resource. These tutors can also apply to edit the resource before it is used and/or published.



Responsibilities:

One-on-one or Small Group Tutoring:

1. Tutoring students (1-3 per session).
2. Explaining concepts, theory and practice problems.
3. Individual preparation prior to the tutoring session to ensure the tutor is familiar with the material and content.
4. Communication with the student(s).
5. Establishing a meeting time and location (e.g. booking a room in the ILC).
6. Checking in and monitoring their student(s)' progress.
7. Being encouraging, supportive and eager to teach.

Workshop Tutoring:

1. Registering for workshops. Tutors may volunteer or be requested to run a test drive for that workshop, which is a mock run-through of the workshop with a smaller group of students and tutors.
2. Attending a tutor review before the workshop, whereby the tutors discuss the booklet, difficult concepts and problems, and techniques for leading workshops.
3. Leading the workshop by going through the booklet and answering any questions.

Resource Generation:

1. Writing a resource proposal to be submitted to the management team.
2. Once the proposal is approved, the tutor must generate the resource by the proposed time. This may include formatting the resource, looking through past midterms, finals and tutorial problems, and writing definitions and/or summaries of terms and concepts.
3. Tracking the hours spent creating the resource.
4. Editing resources.



Time Commitment:

The time commitment is very flexible and can be coordinated with the EngLinks management team. Rough estimates can be seen below.

One-on-one or Small Group Tutoring:

The commitment is entirely dependent on how much time the tutor and student are willing to commit. When hire, tutors tell the EngLinks management team how many hours they would like to commit per week. This amount can be adjusted throughout the year if the tutor is feeling overwhelmed or would like a larger time commitment.

Workshop Tutoring:

- Test Drive: 2-3 hours per test drive (paid).
- Tutor Review: 1 hour per workshop (paid).
- Workshop: 2-3 hours per workshop (paid).
- Individual review: As much as required (unpaid).

Resource Generation: 5-35 hours per resource (paid).

Skills:

Required	Gained
<p>Tutoring Specific:</p> <ul style="list-style-type: none"> • Patience • Interpersonal skills <p>Workshop Specific:</p> <ul style="list-style-type: none"> • Patience • Public speaking • Quick thinking <p>Resource Specific:</p> <ul style="list-style-type: none"> • Written communication skills • Organization • Technical Skills (E.g. computer skills) <p>All Three Roles:</p> <ul style="list-style-type: none"> • Able to take constructive feedback • Time management • Good understanding of concepts. 	<p>Tutoring Specific:</p> <ul style="list-style-type: none"> • Teaching skills • Ability to cater to different learning styles and needs <p>Workshop Specific:</p> <ul style="list-style-type: none"> • Teaching skills • Ability to cater to different learning styles and needs <p>Resource Specific:</p> <ul style="list-style-type: none"> • Organization • Written communication skills <p>All Three Roles:</p> <ul style="list-style-type: none"> • Further knowledge of material. • Teamwork • Leadership



Daily Tasks:

One-on-one or Small Group Tutoring:

- Getting matched to a student(s) which includes receiving an email from the management team, reaching out to student(s) and coordinating a tutoring schedule.
- Preparing for an upcoming tutoring session by reviewing material, concepts and practice problems.
- Tutor student(s).
- Communicate with student(s) as required.

Workshop Tutoring:

- Preparing for upcoming workshops.
- Attending test drive if necessary.

Resource Generation:

- Working on a resource or generating a resource proposal.
- Tracking hours.

Pay:

One-on-one or Small Group Tutoring: \$15/hour

Workshop Tutoring: \$20/hour

Resource Generation: \$20/hour, with a maximum of \$350 per resource.

Timeline:

One-on-one or Small Group Tutoring:

- **Hiring:** Weeks 10 and 11 of second semester.
- **Student and tutor matching:** From September to April.
- **Training sessions:** Beginning of first and second semester (e.g. September, October, January).
- **Busy periods:** Around finals and midterm examinations.



Workshop Tutoring:

- **Hiring:** Weeks 10 and 11 of second semester.
- **Training sessions:** Beginning of first and second semester (e.g. September, October, January).
- **Workshops:** Around final and midterm examinations.
- **Busy periods:** Around final and midterm examinations.

Resource Generation:

- **Hiring:** Weeks 10 and 11 of second semester.
- **Independent resource proposals:** For summer resources, the proposals are due around week 12 (e.g. April or early May). For school year resources, the proposals are due in September.
- **Training sessions:** Beginning of first and second semester (e.g. September, October, January).
- **Independent resource creation:** There are two time periods, which are summer and during the school year.
- **Busy periods:** Around finals and midterm examinations, as tutors are needed to edit the workbooks.

Meetings Attended:

Meeting Name	Approximate Length	Frequency
Training sessions	5 hours	Throughout the year.
One-on-one or Group Tutors: Student tutoring session	Decided by the student(s) and tutor.	Decided by the student(s) and tutor. It could range from weekly, biweekly, monthly or a single session.
Workshop Tutors: Test Drive	2-3 hours	Before a workshop.
Workshop Tutors: Tutor Review	1 hour	Before a workshop.
Resource Tutors: Workshop/Resource Manager Meetings	Depends on the resource.	When the tutor submits a resource proposal.



Incumbent Will Work With...

Role(s)	Involvement Summary
EngLinks Management Team, Professors, Past Tutors and Teaching Professionals. Students	Involved in the training sessions. They tutor Queen's engineering or high school students.
One-on-one or Group Tutors: EngLinks Head Manager	The Head Manager matches students to tutors. Any questions, concerns or feedback can be directed to and from the Head Manager.
Workshop Tutor: Workshop/Resource Manager	Organizes the workshops, test drives and tutor reviews.
Workshop Tutor: Other workshop tutors	Collaborate, ask questions, work together to solve problems and provide feedback during tutor review sessions.
Resource Tutors: Workshop/Resource Manager	They receive and review the resource proposals.

Past Incumbents:

Tutor Position	Name	Email address
One-on-one or Group Tutors	Jenna Marks	13jm166@queensu.ca
One-on-one or Group Tutors	Libby Anderson	libby.anderson@queensu.ca
Workshop Tutor	Coby Davis	15jd2@queensu.ca
Workshop Tutor	Duncan Cameron-Steinke	13dcs5@queensu.ca
Resource Tutor	Duncan Cameron-Steinke	13dcs5@queensu.ca
Resource Tutor	Jenna Murphy	j.murphy@queensu.ca



If you're interested in *EngLinks Tutor*, you may also be interested in...

- EngLinks Head Manager
- EngLinks Workshop/Resource Manager
- EngLinks Marketing Manager
- Director of Academics
- Service Staff such as Clark Hall Pub, the Tea Room, Icons or Science Quest Leaders.