Position: Organizational Tutors (hired by semester)
Flexible Hours – 10 hours per week maximum

Job Description: Organizational Tutors will be matched with students with disabilities who qualify for this accommodation based on documentation which supports the need for assistance with executive functioning skills and related areas. The goal of the organizational tutor is to assist students in learning college-level organizational skills so that eventually the student with the disability will be able to function independently. Organizational Tutors will meet with their assigned student 1 – 3 times per week for one semester with the goal of reducing the student’s dependency on the Organizational Tutor. They will participate in two one-hour training sessions and meet with the Director once per month for on-going supervision and training. If an Organizational Tutor is interested and the request arises, s/he may provide group presentations on organization and planning skills.

Organizational Tutors will:

- Assist the student in initiating tasks.
- Help the student remain focused on completing academic tasks in a timely manner.
- Assist the student in mapping out and/or taking steps to take to complete academic tasks.
- Assist the student in organizing his/her environment and materials.
- Assist the student in locating and organizing a study area (typically a low-distraction study area).
- Talk through ways of planning and organizing and assist student in following through on plans.
- Demonstrate organized note-taking skills.
- Encourage students to obtain a subject specific tutor, a writing center tutor or set up a study group when appropriate.
- Help students find a low-distraction area for studying.
- Walk the student through basic stress management and coping skills as needed; refer to the counseling center as needed.

Qualifications: Organizational Tutors must be students in excellent academic standing (3.0 GPA and above) and be able to demonstrate exceptional organizational, communication, and helping skills. Applicants must
participate in training sessions prior to being assigned a tutee. OTs must be able to follow the guidelines presented in training (particularly in the area of confidentiality). Applicants must be willing and able to work effectively with students from a variety of backgrounds and skills and particularly with students who experience challenges in the area of executive functioning skills.

Applicants must have completed appropriate paperwork with the Human Resources Office (HR). Applicants do NOT need to have a financial aid award, but must confer with the Financial Aid Office staff if they have financial aid. Tutors must be able to maintain the privacy of their assigned tutees.

**Hourly Rate:** $7.50 per hour

**Assignment:** Organizational Tutors that meet the qualifications stated above, follow the procedure stated below will be eligible for assignment to tutees at the Director’s discretion.

**Procedure:**
1) Apply at the Office (will take applications on an ongoing basis, but will only train once or twice per semester as needed); 2) Have a professor recommendation; 3) Interview with the Director; 4) Participate in training; 5) Get work approval from HR.

**Application Deadline:** Applications will be accepted through the semester, but interviews and training will be made on an “as need” basis. Most interviews and training will be held one semester PRIOR to the semester in which the OT will be assigned tutees.

**Applications:** Learning Enrichment and Disability Services Pearsons, 2nd floor, north side ~ Mondays – Fridays, 8:00 am – 4:00 pm

Students must apply in person in the Office. *For faculty recommendations, faculty may email learning@beloit.edu, stop by the Office or call (608) 363-2572 to make recommendations.*
**Examples:**

- At the beginning of the semester, using class syllabi, assist student in developing a weekly schedule and a semester list of due dates.

- Help the student set up their room with folders for different topics (for academic and nonacademic topics).

- Demonstrate the value of an organized book bag.

- Demonstrate ways to remember what the student needs to bring with him/her on a given day.

- At each meeting (using the class syllabi) review what needs to be done by the student. Review the student’s lecture and reading notes for each class – work with student to organize them. Set immediate future tasks to be accomplished. Review progress of previous tasks. Set deadlines. Reassess weekly schedule. Revise semester calendar as necessary.

- Work with student to break down larger tasks (e.g. papers, presentations) into smaller tasks.

- Help student balance academic work with other activities and personal care.

- Refer student to resources (e.g. counseling, advising) as appropriate.

- By using established organizational structure, assist student in remembering deadlines and dates for all life functions (pay bill in Accounting, make and attend appointments, get proctoring paper from our office to faculty and back to our office in a timely manner).

**Other Information:**

Students with disabilities will be offered this opportunity as an addition to meeting with the Director of the Learning Enrichment and Disability Services office.

The Director will train the Organizational Tutors.

Organizational Tutors will NOT be told of the student’s disability unless explicit written permission is given by the student with the disability.