

## **ARC Consultant Job Description**

An ARC consultant in the George Fox University Academic Resource Center is a paraprofessional with many significant duties. These include the following responsibilities and professional expectations:

### **Responsibilities**

- Attending consultant training and in-service meetings to develop the skills necessary to successfully tutor.
- Working with students in one-on-one sessions or in small groups as a means of improving their writing or other scholastic abilities.
- Guiding students through consultations by asking questions, listening closely, and helping students think more critically about their work.
- Assisting students in understanding the rules and mores of academic writing, including grammar and mechanics, citation, documentation, and research.
- Helping to interpret assignments students don't fully understand and attempting to clarify instructors' comments that seem especially unclear to the student.
- Providing academic coaching to students who would benefit from support and accountability.
- Developing resources for the student population such as information sheets and workshops (e.g., grammar and usage; documenting sources).
- Maintaining the day-to-day operation of the Academic Resource Center. This includes keeping the scheduling appointments in the online system, entering consultation notes after each visit, making copies, and making sure the Academic Resource Center remains clean and comfortable.
- Marketing the Center: Helping in the development of brochures and pamphlets, visiting classrooms to talk about Academic Resource Center activities, participating in Academic Resource Center publicity events, and being a good ambassador for what takes place in the Center.
- Referring students to other support programs on campus, if necessary. These include the Academic Resource Center, math tutoring, the English Language Institute, disability services, the counseling center, or the student's academic advisor.
- Completion of other duties as assigned.

### **Professional Expectations**

- Communicating well with students who visit the Academic Resource Center, thereby helping them feel welcomed.
- Being friendly, patient, accessible, and interested in students and in their written work.
- Sustaining a responsible work ethic by coming to work consistently and on time; remaining alert and focused while on the job; ensuring appropriate use of the facilities; reporting any workplace problems to the director.
- Communicating with the Academic Resource Center leadership team and working with them to meet the needs of students utilizing the Academic Resource Center.
- Committing to the vision of the Academic Resource Center, and openly discussing ways to alter that vision when it seems like the needs of students are not being met.
- Remaining respectful of other students, their beliefs, and their backgrounds. This means refusing to allow religious, political, social, or racial biases to influence tutorial sessions.