

University of Washington School of Medicine - Peer Tutor

Department: Academic Affairs, Office of the Vice Dean, School of Medicine
Division: Student Affairs
Location: 100% Remote
Working Title: UWSOM Peer - Tutor
Shift: Hourly, Temporarily - Specific Hours TBD
Salary: \$19.97/hr.
Union Position: Yes

GENERAL DESCRIPTION

UWSOM Peer Tutors support and engage students in their medical education, helping them to develop and use positive study skills, resources, and strategies to enhance their grasp of the foundational and clinical curriculum, and to aid in their preparation for national board exams. UWSOM Peer Tutors report to the Tutoring Program Manager; and follow UWSOM policies and procedures using a high degree of diplomacy and discretion in working with confidential and privileged student information.

RESPONSIBILITIES

- Support and engage students in their learning of curricular content and preparation for UWSOM exams and national board examinations.
- Communicate with staff, faculty, Lead Tutors and the Tutoring Program Manager proactively and regularly
- Respond to staff, faculty, Lead Tutors and the Tutoring Program Manager promptly to help meet the position's goals and requirements.
- Empower students to become independent learners.
- Promote and encourage medical students to establish and maintain positive daily study routines and habits.
- Promote and encourage medical students to use study resources and refer to academic support as appropriate.
- Organize and prepare material efficiently to assist medical students with foundational course curriculum, course exams and national board exams.
- Monitor, adjust, and respond effectively to changing student needs and learning styles, with a genuine aim of success for every student.
- Track hours spent in face-to-face tutoring and session preparation and log these in Workday in a timely manner.
- Demonstrate effective time management by ensuring expectations around minimum hours are met and maximum hours are not exceeded.

MINIMUM REQUIREMENTS

- Be currently enrolled in the University of Washington School of Medicine
- Demonstrate knowledge and proficiency in the topic/s that will be tutored
- Ability to effectively communicate with a diverse population.
- Ability to provide timely, responsive, and courteous communication with peers, staff and supervisors.
- Ability to effectively interpret and communicate complex medical concepts, terminology, and methods to others.
- Ability to maintain updated availability using online student scheduling system (Acuity)
- Strong time management skills
- Strong computer skills including familiarity with MS Word, PowerPoint, Excel, and Zoom.
- Ability to work effectively and independently and as part of a team.

PREFERRED QUALIFICATIONS

Previous tutoring or teaching experience is highly preferred.

WHAT YOU WILL LEARN FROM THIS POSITION

- Tutors will develop or enhance existing 1:1 support skills.
- Tutors will develop or enhance existing critical thinking and problem-solving skills
- Tutors will develop or enhance existing small group facilitation skills
- Tutors will develop or enhance existing public speaking and presentation skills
- Tutors will develop or enhance existing effective communication skills
- Tutors will develop or enhance existing instruction skills as it pertains to preparation and review of relevant content and high yield topics.
- Tutors will develop or enhance existing strategies for helping students improve their test-taking and studying skills.

NOTES

This is an hourly/temporary position that will not exceed 8 hours per week.

Last Updated: January 2024