Position Description:

Language Advisers (LAs) serve as an important co-curricular learning resource for Oxy students who seek to improve their conversational, reading, and writing skills in a foreign language. LAs consult one-on-one with Oxy language students during scheduled and drop-in hours. In addition, they work closely with languages departments and faculty, as well as other staff and peer learning workers of the Center for Digital Liberal Arts to promote language study and to program special events, such as film screenings, discussions, and lectures. Faculty recommendation required.

Duties/Responsibilities:

- Offer one-on-one language tutoring consultations
- Assist languages departments and International Programs Office with special events and cultural programming
- Develop media in support of languages programs, including cultural videos, instructional tutorials and screencasts
- Identify and create language resources and materials
- Conduct outreach to students, clubs and organizations
- Participate in peer-learning program activities (biweekly meetings and trainings)

Qualifications:

- Advanced spoken and written knowledge of the target language
- Experience teaching or tutoring others desirable
- Ability to communicate well in person and via scholarly and social media
- Desire to teach, tutor, or mentor other students and faculty (existing teaching experience is a huge plus). Approachable, sociable, and patient, esp. with different kinds of learners.
- Curiosity to learn skills and subjects outside of one’s comfort zone; ability to have one’s ideas and expertise challenged; self-motivated and self-directed learner
- Punctuality, dependability, and ability to follow through with tasks
- Strong communication skills
• Ability to maintain and exist in a space that honors differences in gender, race, ethnicity, sexuality, class, religion, language access, mental, and physical ability

Peer tutoring hours are held 5-10 PM weekdays, with additional daytime work scheduled in conjunction with language-related special events and cultural programming.

Peer Learning at Oxy:

Peer Learning is a unique co-curricular student worker program for supplementing instruction and enhancing student achievement.

Peer Learning is an opportunity to:
• Grow your own valuable knowledge and skills
• Assist others in meaningful ways
• Showcase achievements in your major and/or areas of interest

The three commitments of Peer Learning are:
1. **Personal development** of literacies and skills
2. **Tutoring and training** through one-on-one consultations and group workshops
3. **Join an intellectual community** by sharing ideas and participating in scholarly discourses within Occidental and the public at large

**Work Schedule:** M-F 5-10pm; 4hrs/wk
**Position End Date:** May 16
**Starting Pay Rate:** $14.25/hr

**How to Apply:**

Apply at cdlastudenttgigs

Please indicate a languages faculty reference

Questions? mcifuentes@oxy.edu