Student Jobs in the Baldwin Center for Learning & Teaching
www.bowdoin.edu/baldwin-center  Updated 10.16.2020

Academic Peer Mentors

The Academic Peer Mentors are *peer academic counselors* who work with Bowdoin students committed to discovering strategies and approaches that will best help achieve their personal academic goals. Mentors work with individual students and small groups, and might be asked to facilitate workshops and study groups.

Applicants for academic mentor positions must be in good academic standing. Motivation, interest, enthusiasm, openness to diversity and the ability to maintain strict confidentiality are essential characteristics of successful mentors. Mentors are required to commit a minimum of 3 hours per week throughout the semester.

Academic Peer Mentor Application Process

Academic Peer Mentors are hired in April and participate in training in August. Stay tuned for our job posting in the spring or get on our list, and we will inform you as soon as we post an open position. For more information, contact Tina Chong, Assistant Director, Baldwin Center, Academic Mentoring and Coaching, at cchong2@bowdoin.edu.

The Writing Project: Writing Assistants

**Writing Assistants Are:** 1. Bowdoin students who understand how hard it can be to write a paper. 2. Students nominated by professors and/or peers on the basis of writing, reading, and communication skills. 3. Intelligent, attentive readers who have been trained to provide constructive and critical feedback on their peers' writing.

Within the Writing Assistant job, the Assistants 1) work within a designated "Writing Project" course 2) hold Writing Workshop hours in the Center for Learning and Teaching five times a semester, and 3) occasionally may take on an optional, semester-long role as a “Writing Partner” to an individual student.

Writing Assistant Selection Process

Writing Assistants are selected on the basis of their writing, reading, analytical, and oral communication skills. Potential Writing Assistants are nominated by professors and/or peers. (Watch for an all_student-e-mail from Meredith McCarroll, Director of Writing and Rhetoric.) Self-nominations are also accepted. All nominees are invited to apply. After an interview process, candidates are notified before registration begins whether they have been chosen as Writing Assistants in Training (WAIT). All WAITs enroll in a training seminar, Education 2251: *The Teaching of Writing: Theory and Practice*, in the semester following their selection.

Potential candidates may want to speak with the Director of Writing and Rhetoric, Meredith McCarroll (207-721-5056, mmccarroll@bowdoin.edu), or ask an experienced Writing Assistant about the position.
Center for Learning and Teaching: Receptionists and Evening Managers

Receptionists in Kanbar 102, the home base of the Baldwin Center for Learning and Teaching (BCLT), have shifts during the day and/or in the evening hours. Receptionists and Evening Managers are knowledgeable about the Center’s various programs so that they can be responsive to student and faculty visitors to the Center. Evening managers also work with the Q-Tutors, Mentors and Writing Assistants when tutoring sessions and Writing Workshops are held during their shift. A genuine interest in helping others and a friendly, approachable and positive attitude are key attributes for a BCLT receptionist or manager. Familiarity with, or already being a recipient of BCLT services is a plus in the selection process. Evening managers need to be an upperclass student and have prior BCLT experience.

Receptionist/Evening Manager Application Process – on hold Fall 2020 due to COVID 19 closure of Kanbar 102

If you are interested in joining the waiting list for a receptionist position, stop by the Center or send an email to Tammis Donovan, Administrative Coordinator of the Baldwin Center for Learning and Teaching, tdonovan@bowdoin.edu.

The Quantitative Reasoning Program: Q-Tutors

The Quantitative Reasoning Program supports all students (online) in strengthening their understanding and application of mathematical, logical, and statistical skills. Q-tutors provide the following services:

- **Study Group Leaders:** Also known (depending upon the department) as TAs or LAs, these Q-tutors work closely with the faculty member in one quantitative course such as: MATH/ECON/CSCI/DCS/BIOL/CHEM/PHYS/PSYC/PHIL. A study group leader typically provides one to two sessions a week for students from the course to work together on course material. These sessions are meant to be dedicated spaces for collaborative work on course material with the study group leader facilitating the learning process.

- **CLT Tutoring:** Q-tutors hold hours SUN-THU nights from 7:00-10:00 PM in the Center for Learning and Teaching (CLT) Kanbar 102 (online due to COVID), providing assistance for a wide array of courses in MATH/ECON/BIOL/CHEM/STAT.

- **Individual Tutoring:** Q-tutors provide one-on-one assistance for students in quantitative courses. These assignments are made only in consultation with the faculty member and require faculty member approval.

The Quantitative Reasoning Tutor Selection Process

Q-tutors and Study Group Leaders for courses that require quantitative skills are referred to the Center for Learning and Teaching by their professors. Qualified students are encouraged to communicate their interest in becoming a Q-tutor to their professors. Upon referral, students will be trained by Eric Gaze of the Quantitative Reasoning Program in the art of quantitative skills tutoring. For more information, you may want to contact Eric Gaze, Director, egaze@bowdoin.edu, or ask an experienced Q-Tutor about the position.

Peer Tutoring in the Languages

If you are skilled in a foreign language and are interested in being a peer language tutor, let the Department Chair know—the Baldwin Center is no longer hiring Language tutors.