

Center for High Impact Practices

STUDENT SUPPORT SERVICES



You are invited to apply for the position listed below.

To be considered for the position, the following must be submitted:

- Completed application
- Recommendation letter
- Resume
- Unofficial transcript
- Copy of course schedule

Position Title: Tutor Position

Job Description:

The primary role of the tutor is to support the mission of SSS by providing tutorial services in courses listed below for students in the SSS program. This position requires excellent communication skills, a passion for working with students, and a desire to see students succeed. A tutor may be required to tutor the following courses:

BIO 100, BIO 103, BIO 105, BIO 106, BIO 112, BIO 117, BIO 121, BIO 123, BIO 136, BIO 138, BIO 240, BIO 241, BIO 250, BIO 251
ACCT 201 & 202, ACCT 302, ACCT 311, BNAL 306, ECON 201, MARKETING, FINANCE
CHEM 103, CHEM 105, CHEM 107, CHEM 121, CHEM 123, CHEM 137, CHEM 211, CHEM 212
MATH 101, MATH 102, MATH 103, MATH 162, MATH 163, MATH 200, MATH 211, MATH 212, STAT 130
PHYS 101, PHYS 102, PHYS 111, PHYS 112, PHYS 226, PHYS 227, PHYS 231, PHYS 232
HIST 101, HIST 102, HIST 103, HIST 104, HIST 105
SOC 201, 320, 325, 337, 340, 395, 402, 436, 427
PSYC 201, PSYC 203, PSYC 306, PSYC 311, PSYC 317, PSYC 318
SPAN 101, SPAN 102, SPAN 201
STAT 130, 330

Qualifications:

- Enrolled in either a graduate or undergraduate degree program
- Good academic standing
- Minimum 3.0 GPA is preferred
- Demonstrated success in the course to be tutored
- Ability to work with minimal supervision
- Excellent interpersonal, organizational, and communication skills
- Sensitive to the needs of groups that have been traditionally underrepresented is **preferred**
- An academic year (two semesters) commitment is **preferred**

Responsibilities:

- Implement specific content area tutorials to individuals or small groups
- Monitor and document students' attendance and progress
- Coordinate tutoring sessions with tutees
- Encourage and support students' learning and needs
- Assist students with improving their study skills
- Refer students to the Academic Skills Advisor, Academic Counselor and Director if needed
- Attend in-service training and staff meetings
- Perform other duties to meet the academic needs of students

Hours and Compensation:

Approximately 8-15 hours per week

\$12.00 per hour

