



Tutor

Position Summary: Tutors provide academic assistance to students in targeted subject areas through group sessions. The Tutor integrates effective study and learning strategies to maximize the student's potential for academic progress, and facilitates learning as a guide to assist the student to become a successful, independent learner. This position works an average of 5-10 hours per week, and may work up to 20 hours per week.

Position Accountabilities:

- Tutors students in specific course material and integrate study and learning strategies
- Attends mandatory bi-weekly/monthly meetings with the Tutor Graduate Assistants or Lead Tutors
- Completes outcomes in Starfish within 24 hours of a tutoring appointment
- Completes all job requirements as outline in Hub's Student Employee Policies & Expectations
- Completes mandatory training requirements assigned each semester by the deadline provided
- Models ideal student behaviors while facilitating learning by providing an engaging and pleasant working atmosphere, with strong emphasis on building professional relationships with students, faculty, and tutors
- Promotes professionalism and contributes to a friendly and productive learning environment
- Communicates consistently with tutoring Graduate Assistant (e.g. when session is cancelled or rescheduled)
- Replies to all emails and calls from Hub, students, Graduate Assistant, Lead Tutors, and instructors on same business day
- Sends a welcome email to all students once they sign up for tutoring session
- Sends an email to students when they miss a tutoring session within 24 hours of missed session time
- Upholds all Hub's policies and expectations
- Completes all of the following additional student worker requirements by the due dates specified for that semester, that may include:
 - One (1) peer observation per position
 - Marketing events and team committees
 - Four (4) TASC discussion boards
 - Responsible Employee online training
 - Student worker Reflection essay
 - Attends bi-weekly meetings

Position Requirements:

- Maintains a 3.0 GPA cumulative or higher
- Registered for 6 credit hours or more
- Must have earned an A grade in any course led
- Must possess a laptop or pc with camera and audio for Zoom sessions, if necessary

- Must exhibit knowledge of study skills and effective learning habits
- Effective communication skills and the ability to communicate difficult concepts
- Able to utilize strong critical thinking skills and the creativity to teach others to develop critical thinking skills
- Highly adaptable and willing to learn and implement new strategies for learning
- Utilizes Word, Excel, PowerPoint, and internet effectively
- Prior tutoring experience is preferred