Tutor Job Description

We are continually seeking qualified and committed individuals in a variety of academic disciplines to work as University Tutorial Center Tutors. You will work under the supervision of the Tutorial Center Director.

**DUTIES AND RESPONSIBILITIES:**

Access individual student needs, prior knowledge, skills and previous experience; work in a collaborative and interactive fashion explaining or demonstrating what the student needs to know, understand, or do based upon what the student already knows, understands, and can do on his or her own; guide student participation, evaluate student performance, and provide appropriate feedback and encouragement; provide individual study strategies (i.e. time management, note-taking, text book reading, test taking); maintain neat, up to date, accurate and complete records; attend tutor training sessions, and help to maintain a orderly work environment.

**QUALITIES AND SKILLS:**

Be willing and committed to helping others; be friendly and courteous; be empathetic, nonjudgmental, and supportive; be a good listener; be able to communicate ideas clearly; be patient, trustworthy, neat and organized; be open-minded, flexible, and adaptable to change; be well groomed; be able to maintain consistent punctual attendance; be able to work under pressure and appropriately handle difficult situations; be willing to learn and to accept supervision and evaluation.

**QUALIFICATIONS AND REQUIREMENTS:**

Must have completed courses to be tutored with a grade of A or B. Need to be in good academic standing, if enrolled as a student. Reference required upon request.