Position Abstract
Tutors with the Student Success Center will provide individual and small group tutoring on a weekly basis in at least one subject to students in the Student Success Center and satellite tutoring spaces. Tutors will assist students in improving academic achievement by helping them to become more independent, confident and self-directed learners.

In combination with any additional on-campus employment, tutors cannot work more than 20 hours per week during the academic year or 40 hours per week during the summer.

Responsibilities

- Maintain a weekly schedule of available hours for student appointments. Tutors should expect and prepare for the following hours per week (depending upon subject matter):
  - 5 hours per week: Chemistry, Math, Physics, or Economics tutors
  - 6 hours per week: Pathophysiology and Kinesiology
  - 6 hours per week and 6 hours documented prep time: Gross Anatomy tutors
- Be punctual for all scheduled tutoring sessions, notifying tutoring coordinator at least one week in advanced if you are unable to meet with your students. (If sick, tutoring coordinator must be notified at least three hours before scheduled sessions.)
- Serve as a personal resource for students regarding study skills, University offices and services.
- Serve as a role model of positive academic behavior, representing the University with pride and respect, in and out of the classroom.
- Maintain confidentiality of students and maintain appropriate relationships.
- Initiate and maintain contact with course instructor(s).
- Complete documentation based upon tutoring services (includes attendance reports and/or session plans), as well as maintain pay documents (Banner and timecard) according to the University pay schedule.
- Promote Academic Support programs including tutoring and writing services, the University 1011 course (when applicable) and Supplemental Instruction program.
- Demonstrate the willingness to complete other reasonable tasks requested by the Coordinators of Academic Support.

Job Expectations and Requirements

- Tutors are expected to attend an orientation meeting to prepare for summer and to work through the following dates:
  - Gross Anatomy: TBD
  - Math, Economics, Physics, or Chemistry: May 18 to August 7, 2015
  - Pharmacology & Pathophysiology (Nursing 330, 360): TBD
  - Kinesiology (Physical Therapy 411): TBD
- Have at least a 3.0 in subject(s) to be tutored and maintain a 3.0 cumulative GPA. Remain in good standing academically as well as with Student Conduct.
- Demonstrate content-competency in desired tutoring courses, as reflected through a recommendation from a professor who teaches that subject area.
- Necessary personal characteristics for this paraprofessional position include: patience, maturity, approachability, ability to role model, ability to maintain confidentiality, dependability, flexibility, appreciation of diversity, ability and knowledge to tutor academically under-prepared students, and good communication skills.

Accountability/Compensation

- Tutors will be supervised and supported by the Coordinators of Academic Support.
- Upon successful completion of Banner self-service and timecard documents, tutors will be compensated $10 per hour before taxes to be disbursed according to the 2014-15 and 2014-16 bi-weekly University pay schedules.