Position Abstract
Tutors with the Department of Academic Support 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 a minimum of 3 hours per week if tutoring on Medical Center campus and 5 hours per week if tutoring on Frost campus (will fluctuate depending on time of year and student need).
- Be punctual for all scheduled tutoring sessions, notifying tutoring coordinator at least one week in advance 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 (including attendance), 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 101 course (when applicable) and Supplemental Instruction program.
- Demonstrate the willingness to complete other reasonable tasks requested by the Coordinator of Academic Support.

Job Expectations and Requirements
- New tutors are expected to attend training session: Saturday, August 23 from 9:30 a.m. to 4:30 p.m. (Returning tutors are not expected to be present if they attended the training previously).
- Participate in one-hour In-Service trainings and/or projects (approximately two per semester).
- 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.
- Preference is given to undergraduate students who have recently taken the tutoring courses at Saint Louis University.
- 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 advised and supported by the Coordinator 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 University pay schedules.