Tutor Job Description

Role: Provide support for undergraduate students through activities aimed at clarifying concepts and developing skills. Tutors work in one or both areas listed below:

- **Weekly Tutoring Groups tutor**: tutors should have strong proficiency in any one course the AEC offers support for and will be assigned to work with the same small groups of students (no greater than 6 students in the same class, same instructor) on a weekly basis for 50-minutes per session. Proficiency is only required for the course(s) tutors wish to work with; there is no requirement for the completion or mastery of further courses in that subject area.
- **Walk-In Center tutor**: tutors must have proficiency in all lower level and several upper-level courses in their subject area in order to assist the many different students who drop in to the walk-in center. Walk-in tutors are scheduled in shifts and may work with a varied number of students in different courses as well as other tutors throughout their shift.

Responsibilities Include:
- Attend pre-service training (**Spring 2018 mandatory pre-service will be held Saturday, Jan. 27th**)
- Tutor for approximately 6 hours per week with the opportunity for additional hours if requested
- Stay current on course content, tutoring needs
- Attend trainings and complete ongoing training requirements, including peer observations
- Ensure that students’ attendance is recorded correctly and that students complete session evaluations
- Promote AEC services in classes and other areas as directed
- Contribute to overall cleanliness of tutoring spaces
- Support other tutors as needed

Minimum Qualifications:
- Good academic standing
- Grade of B+ or higher in course(s) you wish to tutor (**We currently hire tutors in the following subjects: biology, chemistry, computer science, economics, math, physics, and statistics. If you wish to tutor in a subject area not listed, please consider applying for an athletics department tutoring position, or for opportunities within the individual colleges.**)
- Comfortable working with groups of peers
- Excellent interpersonal skills
- Willingness to learn

Preferred Qualifications:
- Grade of A- or A in course(s) you wish to tutor
- Understanding of study strategies needed to be successful in a targeted course

Pay Rate:
- Current rate is $9.60/hour or may work for academic credit (CSV 302, 1-3 graded, free elective credits)

To apply: Submit an electronic application by going to [www.uri.edu/aec/work](http://www.uri.edu/aec/work). If you have any questions, please contact Skye Mendes (401-874-5173, skyehawkins@uri.edu).