STEM & BUS Tutor Job Description

Title: Academic Enhancement Center (AEC) STEM & BUS Tutor

Reports To: Coordinator of STEM & BUS Tutoring and Asst. Coordinator of STEM & BUS Tutoring

Pay Rate: $13.00/hour

Basic Function: Responsible for providing content specific tutorial support for undergraduate students. Expected to maintain a positive attitude, professional work ethic and high level communication skills in all daily interactions.

Essential Duties and Responsibilities:

● Detailed knowledge and demonstrated success in course(s) applicants plan to tutor
● Tutor 4-6 hours per week (in-person and/or online) with the ability for more hours by request
● Willingness to tutor appointment hours and drop-in center hours
● Utilize materials and software pertaining to subject matter in tutorial sessions
● Willingness to prepare for tutorial sessions and adjust accordingly to maximize student learning
● Comfortable communicating in person with a diverse group of undergraduate students
● Ability to stay up to date on study strategies, course content and processes
● Ability to collaborate with and engage students to build confidence
● Dedication to upholding academic integrity at the highest standard
● Attend initial and ongoing trainings scheduled throughout the semester

Other Duties, Responsibilities & Qualifications:

● Good academic standing and a grade of B+ or higher in courses applicants wish to tutor
● Communicate clearly with patience and empathy
● Trustworthiness
● Time management skills
● Reliability
● Excellent interpersonal skills & organizational skills
● Demonstrated ability to work with diverse groups/populations
● Behave as a role model in and out of the tutorial environment
● Knowledge and confident communication of AEC and campus services

To Apply: Submit an electronic application by going to www.uri.edu/aec/work. This application MUST include one faculty reference.