**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.
- **Drop-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 come to the drop-in center. Drop-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 tutor training at beginning of semester (date TBD)
- 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
- 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 $10.10/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 Jennifer Burgess (401-874-5173, jmacnab@uri.edu) or Ceileidh Just (401-874-4690, ceileidh_just@uri.edu).