Tutor Job Description

Title: Academic Enhancement Center (AEC) Tutor

Reports To: Director of AEC STEM Tutoring (primary) and Asst. Director of AEC STEM Tutoring (secondary)

Pay Rate: 10.50/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
- Expected to tutor 4-6 hours per week with the ability for additional hours on request
- 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 semester

Other Duties, Responsibilities & Qualifications:

- 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
- Good academic standing and a grade of B+ or higher in courses applicants wish to tutor
- Knowledge and confident communication of AEC and campus services

To Apply: Submit an electronic application by going to www.uri.edu/aec/work. If you have any questions, please contact Jennifer Burgess (401-874-5173, jlburgess@uri.edu).