

## **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](http://www.uri.edu/aec/work). This application MUST include one faculty reference.