

 **Tutor Job Description**

**Title:** Academic Skills Center (ASC) Tutor – Science/Math

**Reports To:** Evening Coordinator – Vanessa Lombardi

**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 the 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
* GPA 3.0 or higher
* Knowledge and confident communication of ASC and campus services

**To Apply:** Please fill out application form: <https://forms.gle/7UiBjkKt8TkaFkfN8>. This application MUST include one faculty reference.

If you have any questions, please contact Vanessa Lombardi (vlombardi@uri.edu.)