

Class Code: 1267
Position #: (PSA) (E)
Developed By: JR, SM
Reviewed By: LK, JR
Approved By: LK
Date: 11/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Academic Tutor/STEM, UCAS/Academic Enhancement Center
DIVISION: Academic Affairs (University College for Academic Success)
REPORTS TO: Coordinator - Tutoring Programs, UCAS/Academic Enhancement Center
GRADE: 9
SUPERVISES: Student staff

BASIC FUNCTION:

Assist with development and delivery of peer tutoring services in STEM (chemistry, physics, math, biology, and engineering) disciplines, under the supervision of the tutoring programs coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist with development and administration of pre-service and in-service training programs for tutors.

Assist with recruitment, hiring, and training of peer tutors.

Monitor tutors' progress toward completing staff development requirements, and advise them on their work through staff observation.

Schedule and assist in supervision of tutoring staff for walk-in centers in math, chemistry and physics and for appointment-based biology tutoring.

Assist with administration of Weekly Tutoring Groups program in STEM courses.

Assist with program planning, assessment and evaluation.

Attend to walk in center spaces: ensure that rooms are well-supplied, and technology is working, rooms are orderly.

Assist with data collection and reporting.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with student staff payroll.

Assist with reception administration function, as needed.

Assist all Center Coordinators with outreach to classrooms and at campus events.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years' experience as a peer or professional tutor in STEM disciplines (part-time work included); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; and, Demonstrated experience working with diverse groups/populations.

PREFERRED: Master's degree in mathematics, physics, chemistry, biology, or education in STEM field; Demonstrated experience with data collection and analysis. Demonstrated experience with Peer Assisted Learning (PAL), Peer-Led Team Learning (PLTL), Structured Learning Assistance (SLA), Supplemental Instruction (SI), or other similar course-connected learning assistance models.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.