Job Description: Tutor

<table>
<thead>
<tr>
<th>Title: Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: July 1, 2010</td>
</tr>
<tr>
<td>Eligible for Overtime: NO</td>
</tr>
<tr>
<td>Salary Plan and Grade: $ 8.00 /hour</td>
</tr>
</tbody>
</table>

General Job Description of Tutor

Essential Functions

1. Check your mailbox daily for new tutee assignments.
2. Contact tutee within 48 hours upon receiving assignment.
3. Set up a schedule with the tutees and meet with them in the Library room 206 for tutoring sessions.
4. Attend all tutoring training sessions

Other Functions

1. Provide extra tutoring sessions and/or marathon sessions as necessary (e.g., prior to examinations).
2. Maintain contact throughout the term with the Tutor Coordinator
3. Other duties as assigned by the Coordinator.
4. Maintain student’s information confidential; i.e.: grades, etc…

Required Knowledge, Skills, and Abilities

1. Content-competency (to be determined by the selected course professor) is required.
2. Content-character (to be determined by the tutoring supervisor) is required.
3. Good interpersonal and communication skills are required.

Qualification Standards

1. Education:
   A college junior or senior standing is preferred; second-term sophomore is the usual minimum.
   An overall GPA of 3.0 or above (on a 4.0 scale) is required.
2. Successful experience:
   A junior student with a grade of 3.5 or above (on a 4.0 scale) in the selected course is preferred.
3. Other preferences:
   A graduate student in the selected department discipline might be considered.

Performance Standards

The criteria for evaluation in this position include, but are not limited to, the following:

1. Complete necessary personal paperwork.
2. Attend tutoring training workshop prior to the beginning of each term.
3. Make sure that tutee signs your time log for each tutoring session.
4. Give all tutees the end of semester Tutor Evaluation Form upon completion of tutoring services.
5. Model appropriate professional attitudes and behaviors to staff, students, and others.
6. Notify the Tutor Coordinator in advance if you cannot conduct a scheduled tutoring session
7. Maintain regular working hours.

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreement.