

UNIVERSITY HOUSING JOB DESCRIPTION

STUDENT TUTOR – RESIDENCE LIFE

BASIC FUNCTION AND RESPONSIBILITY

Tutor individuals or small groups (3-5) of students, assisting them in mastering course content and in becoming more independent, confident and self-directed learners. Tutors will work in either East Neighborhood or West Neighborhood. Scheduling is determined each semester for 2 hours per night for a total of 2-10 hours per week. Tutors are needed for a wide variety of subjects; the majority of requests are consistently for rhetoric, mathematics, chemistry, and biological sciences.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Participate in orientation and training sessions
- Conduct weekly tutoring sessions with residence hall students at predetermined evening hours in either the East or West neighborhood tutoring centers.
- Maintain effective, active communication with Student Learning Coordinator and Office of Residence Life staff as appropriate.
- Be prepared and on time for tutoring hours as scheduled.
- Submit updates via email once a week recapping tutoring sessions to Student Learning Coordinator.
- Complete all paperwork as directed.

SUPERVISION RECEIVED

General supervision is received from the Student Learning Coordinator or designee.

QUALIFICATIONS

- Enrolled as a student at The University of Iowa.
- A cumulative UI GPA of 3.0, a grade of "A-" or higher in courses tutored and reference from faculty member who taught course(s) are required at time of application.
- Tutors are required to maintain a semester GPA of 3.0
- Excellent communication (verbal and written) and organizational skills.
- Experience working with a diverse population.
- Must be proficient in using computers, including Word and e-mail.
- Must successfully complete criminal background check.

SALARY: \$9.00 an hour

WORK HOURS

This position is limited to 10 hours per week (160 hours per semester).

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.