WHAT YOU WILL LEARN:
You will learn “real world” work skills such as time management, conflict resolution, balancing priorities, managing finances, interpersonal communication, teaching strategies, customer service experience, working with people from diverse backgrounds and working as part of a team. Although your job in the Division of Student Life may not be directly related to your future profession, the skills you learn here will help you in your chosen career path and give you valuable work experience to strengthen your resume.

BASIC FUNCTION AND RESPONSIBILITY:
Tutor individuals or small groups (up to 5) of students, assisting them in mastering course content and in becoming more independent, confident and self-directed learners. Scheduling is determined each semester for 2 hours per night for a total of 4-10 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 session with residence hall students at predetermined hours in neighborhood tutoring centers.
- Maintain effective, active communication with supervisor.
- Be prepared and on time for tutoring hours as scheduled.
- Complete tutoring logs after every session, and any other paperwork responsibilities as directed.
- Opportunities for leading additional academic support workshops are offered, but not required.

SUPERVISION RECEIVED: General supervision is received from the Residence Education Coordinator, Assistant Residence Education Coordinator or designee.

SUPERVISION EXERCISED: None

QUALIFICATIONS:
- Enrolled as a student at the University of Iowa.
- A cumulative GPA or 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.
- Required to maintain a semester GPA of 3.0.
- Excellent communication (verbal and written) skills and ability to be respectful while in working with a diverse population.
- Experience working with a diverse population.
- Excellent organizational skills.
- Must be proficient in using computers, including Microsoft Word and email.
- Must successfully complete criminal background check.

SALARY: $10.00 per hour

WORK HOURS: This position is limited to 10 hours per week.

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.