FUNCTION OF THE POSITION:

Tutors are students who, in a structured and supervised educational context, enter into a peer teaching and learning relationship with one or more students. References have been provided from faculty indicating they are qualified to tutor their peers in a particular course or courses.

The goals of a tutor are to promote independence in learning, personalize instruction provide a student perspective to the tutoring sessions, recognize and respect individual differences of students, and to follow their job description.

DUTIES AND RESPONSIBILITIES:

- Attend an Orientation session for new tutors (usually held during first week of new semester).
- Follow proper tutoring/mentoring procedures (outlined in Guidelines).
- Be punctual for AAC tutoring sessions and/or tutoring appointments.
- Provide complete and accurate information on tutoring sessions that you conduct. Submit appropriate paperwork on time (tutor log and biweekly tutor evaluation if applicable).
- Come to your sessions prepared, and conduct your tutoring sessions by guiding the student to do the solving, writing describing, etc.
- Maintain open communication with your supervisor. Refer any situations that are outside of the role of a tutor to the appropriate resources on campus.
- Attend paid tutor meetings.
SUPERVISION RECEIVED:
The Academic Achievement Center Coordinator supervises the tutors.

WORKING CONDITIONS:
Commitment to be available between classes, evenings and weekends (on occasion) in order to provide the time necessary to meet the student's needs. This will include critical time frames such as prior to mid-term and final exams.

QUALIFICATIONS:
- Minimum GPA of 3.0 in classes student wishes to tutor with strong knowledge of the subject.
- Recommendation from a professor with personal comments in the class student wishes to tutor. Department chairperson in chosen curriculum may also be used as a recommendation.
- Ability to interact in a positive fashion with LTU faculty, staff, and administration.
- Pleasant personality and ability to interact in a positive fashion with students.
- Patience
- Reliable and responsible
- Commitment to the academic success of their tutees.

The listing of the position duties/responsibilities is not necessarily inclusive for this position.

I certify that I have read this position description and acknowledge the duties and responsibilities assigned to me as a student employee of Lawrence Technological University.

_________________________  ________________________
Tutor Name (Please Print)  Date

_________________________
Tutor Signature