

## **TUTORING PROGRAMS JOB DESCRIPTION**

The SSC offers content tutoring for a variety of courses along with academic coaching and writing tutoring. Our goal is to work with students not only on content, but also on study and learning strategies so that students can become independent learners. The Tutoring Programs provide academic assistance to students through one-on-one and small group sessions.

### **Role & Responsibilities of a Tutor:**

As a tutor, you will work with students on course content and study strategies so that students can gain competence in the subject and become independent learners. Tutors attend weekly training sessions to grow as a tutor and obtain tutor certification. Additional responsibilities include advertising the program, communicating with the coordinators, working events, and maintaining accurate records in the software system.

- Work 6-12 regularly scheduled hours each week
- Earn between \$14-16/hour, depending on length of time with the SSC

### **Opportunities in the Tutoring Programs:**

Academic coaches are chosen from existing tutors to work with students to develop academic and self-management skills. Academic coaches attend both the weekly tutor training and additional coaching training.

Writing tutors work with students to develop their own writing processes. Writing tutors participate in additional writing training along with monthly tutor training.

### **Benefits of Working as a Tutor:**

- On-campus job that schedules work hours around your academic responsibilities
- Build relationships with department faculty and other students in your field
- Built-in content review of key courses in your program of study
- Develop professional skills to take into a future career
- Connect with the UAH community and support your fellow Chargers!

### **Minimum Qualifications:**

- Current UAH student
- 3.0 or higher GPA and good academic standing
- Completion at UAH with a final grade of at least "B" for each of the courses you tutor
- Tutors must qualify for a minimum of 4-5 courses from your program at UAH
- Evidence of excellence in responsibility, reliability, and punctuality
- Strong verbal and written communication skills
- Good interpersonal communication skills and ease relating to a diverse group of people

To find out more and apply online, visit [tinyurl.com/SSCwork](https://tinyurl.com/SSCwork).