STUDENT SUCCESS CENTER
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

# Tutor 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. Tutors attend weekly training sessions to grow as tutors 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 to 12 regularly scheduled hours each week
- Earn between $14 to $16 per hour, depending on length of time with the SSC
- Engage with additional opportunities through Academic Coaching and Writing Tutoring
    - Academic coaches work with students to develop academic and self-management skills. Coaches are chosen from existing tutors and attend additional coaching-specific training.
    - Writing tutors work with students to develop their writing processes. Writing tutors attend additional writing-specific training.

## Benefits of Working as a Tutor

- On-campus job that schedules work hours around your academic responsibilities
- 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 in good academic standing with a 3.0 or higher GPA
- Minimum final grade of “B” at UAH in the supported course
- Evidence of excellence in responsibility, reliability, and punctuality
- Good interpersonal and written communication skills and ease in relating to people from a variety of educational, cultural, and social backgrounds

To find out more and apply online, visit the SSC's website.