

Student Job Description - Engineering Tutor

PURPOSE

- Tutor individuals or small groups of College of Engineering students.
- Cultivate an inclusive, welcoming environment and be an approachable resource for students.
- Assist students in eliminating barriers to mastering course content.
- Help students develop and practice effective study strategies.
- Empower students to become independent, confident, and self-directed learners.

DUTIES AND RESPONSIBILITIES

- Attend and actively participate in required staff trainings.
 - Required staff trainings include but are not limited to: 4-5 hour training at the start of fall semester; 4-5 hour training at the start of spring semester.
- Tutor one to three nights per week, Sunday through Thursday from 6:00-9:00pm.
 - Tutors will commit to the same scheduled night(s) throughout the course of the semester.
 - Tutors will receive excused absences for exams, illnesses, and emergencies. Tutors are expected to support their peers by covering shifts for excused absences when possible.
- Tutor multiple subjects and assist with additional subjects when able/as needed.
 - Tutors are typically assigned to cover 1-2 subjects each night. Tutors are expected to be flexible and help other subjects when able/as needed.
- Review course content and strengthen personal understanding of course material as needed.
- Use different tutor strategies to accommodate various learning and communication styles.
- Obtain tutor certification by attending New Tutor Training Day and participating in two developmental workshops each semester (one hour per workshop).
- Communicate with the Engineering Tutoring staff via University email and Microsoft Teams.
- Maintain strict confidentiality regarding student records and conversations.
- Employ a positive attitude toward University of Iowa staff, faculty, departments, and organizations. Serve as an excellent representative of the Engineering Tutoring team.
- Monitor work hours to be compliant with 20-hour work limit for all University positions.

SUPERVISION The Assistant Director of Academic Support supervises the Engineering Tutoring program. Lead Tutors serve in management and mentoring roles during evening hours.

QUALIFICATIONS

- Enrolled as a student in the College of Engineering.
- Received a B+ or higher in assigned tutoring courses.
- Demonstrated knowledge in the subject matter tutored.
- Maintain good academic standing with a UI cumulative/semester GPA of 3.0 or higher.
- Experience working as a member of a team, showing individual initiative and flexibility.
- Excellent written and verbal communication skills.

SALARY \$12.00/hour **EMPLOYMENT PERIOD** Academic Year, mid-August to mid-May

The College of Engineering is committed to building a welcoming and inclusive community of learning and scholarship with the support systems for all persons to thrive. We recognize that diversity enriches the educational experience when everyone has the opportunity to excel and have their contributions respected and valued. We strongly encourage engineering students from diverse backgrounds to apply for this position, including students of all races, national origins, colors, creeds, religions, sexes, ages, abilities, veteran status, sexual orientations, gender identities, and all other representations of diversity.

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