DEPARTMENT: Keleher Learning Commons - Office of Learning and Success Services

JOB DESCRIPTION AND RESPONSIBILITIES:

• Assists students with reading comprehension, math, writing, research skills, and/or concepts key to the field in which the student-employee tutors (English, math, science, theology, history, drawing etc.)

• Participates in tutor training sessions offered by the Office of Learning and Success Services (OLSS)

• Adheres to OLSS Code of Ethics

• Maintains accurate records of all tutoring sessions

• Complies with deadlines for items such as time cards

• Complete new-hire orientation

• Performs additional duties as assigned

QUALIFICATIONS & SKILLS:

• Recommendation of USM faculty member

• Sophomore, Junior, or Senior standing (Freshmen may be considered on a case by case basis)

• Minimum 2.75 GPA

• An A or B in each of the courses tutored OR demonstrated knowledge of the subject
  
  ○ Example: Student has not taken Precalculus because they started their first college semester in Calculus I, but they can tutor Precalculus

• Ability to abide by guidelines regarding student confidentiality

• Be a team player with strong communication skills

• Possess a willingness to explain the same material in different ways with patience and understand that everyone learns differently

• Maintain an understanding that failure does not define anyone’s identity

• Ability to manage tutoring schedules and reporting procedures