

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Office of Minority Student Affairs

ACADEMIC SERVICES CENTER
701 South Gregory Street, Suite I, MC-055
Urbana, IL 61801



TUTOR JOB DESCRIPTION

Job Title: OMSA East Tutor

General Responsibilities:

Under the supervision of the Assistant Director and the Tutor Coordinators, plans and facilitates collaborative tutoring sessions for undergraduate minority students enrolled in targeted core courses. OMSA East is open Monday through Thursday from 9 a.m. to 8 p.m. and on Fridays from 9 a.m. to 5 p.m. All tutoring is done on site, and tutors typically work 6-8 hours per week.

Major Duties:

1. Attends four mandatory tutor training meetings.
2. Plans and facilitates tutoring sessions utilizing collaborative learning methodologies from *The Master Tutor*.
3. Assists students in the development of appropriate study skills.
4. Maintains consistent communication with supervisory staff.
5. Models appropriate academic attitudes and behaviors to staff, faculty and students.
6. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

Ability to work with college students of diverse ethnic backgrounds. Possess good interpersonal and organizational skills. Possess characteristics of responsibility, desire to help others, discretion and flexibility. Knowledge of basic academic skills application and the ability to demonstrate the successful application of various academic skills. Ability to work independently applying critical thinking skills and problem solving to various situations.

Qualifications:

Currently enrolled student at the University of Illinois at Urbana-Champaign. Completion of at least 24 credit hours of undergraduate coursework at Illinois including **successful completion of targeted course at Illinois earning a grade of A or B or a good understanding of how the course is taught at Illinois**. Maintain an overall cumulative GPA of 2.5 or above.

Salary:

\$10 per hour for undergraduate tutors and \$14 per hour for tutors who are in a graduate program.