



Lead Tutor Job Description:

The Lead Tutor position is open to any undergraduate tutor that is in good standing and has tutored for Multicultural Student Life for a minimum of 1 semester. The Lead Tutor will work with the Coordinator of Academic Support and will be required to have additional responsibilities compared to that of a tutor. They will be required to assist with Academic Support Unit and Multicultural Student Life events, coordinating tutor trainings, as well as maintaining high academic standards.

Requirements:

All candidates for the Lead Tutor position must have:

- A cumulative GPA of a 3.0 or higher
- Excellent oral and written communication skills
- Experience in a leadership or advisory position
- Commitment to the academic success of UT students
- Commitment to the success of the Multicultural Student Life Tutorial Program
- A moderate level of experience working with GradesFirst
- Records of excellent evaluations from the Coordinator of Academic Support

Responsibilities:

- a) Aiding in the monthly tutor trainings by creating an activity or role playing scenario for each training topic
- b) Act as a GradesFirst liaison for both new and returning tutors by: assisting with new tutor trainings, being available for questions from MSL tutors, and creating “how to” sheets
- c) Collect tutee assessments from their designated location, as well as the tutor sign-in sheets
- d) Compile tutee assessment data
- e) Have monthly leadership meetings with the Coordinator of ASU, as well as the other lead tutors to discuss upcoming events, to-dos, etc.
- f) Act as a course liaison for tutoring service-attend the first few minutes of courses and speak about our tutoring services
- g) Conduct 2 office hours in the Frieson Black Cultural Center a week. This will allow the Lead Tutor to complete the above tasks, as well as help with additional planning
- h) Other duties as assigned

Compensation:

You will be compensated for the additional work you will be executing with pay at \$10/hour