



JOB DESCRIPTION - TUTOR

Description:

The role of the tutor is to assist student-athletes in becoming proficient in the specified academic course(s). This will be accomplished through a variety of means, which may include explanation, clarification, and organization of course content. Tutors may also use techniques such as quizzing, questioning, and repetition. Tutors will be assigned specific student-athletes and subjects and will meet individually on a weekly basis. Occasionally, a tutor may be asked to meet a student-athlete for a one-time appointment, or may be set up with a small group of student-athletes. Please note: Due to the supply and demand nature of our program, Academic Services cannot guarantee a minimum number of hours to any tutor.

Qualifications:

- You must be a UMass student
- A "B" or above in subject area classes
- Thorough knowledge of subject matter and ability to effectively explain concepts
- Must be responsible and professional, and have excellent communication skills

Responsibilities

- Engage students in discussion of the course content and assist them in mastering material through various means as explained above.
- Be on time and prepared for each tutoring session
- Be familiar with the course syllabus, course assignments and requirements of the classes
- Follow departmental procedures for documenting sessions and communicating with the Tutoring Coordinator
- Adhere to highest standards of academic integrity

JOB DESCRIPTION – EDUCATIONAL ASSISTANT

Description:

Educational Assistants mentor student-athletes who have been identified as having a learning disability and/or learning challenges. They will guide student-athletes through their coursework, encourage time management tools, monitor their academic progress, and provide skill-building and subject-specific support as needed.

Qualifications:

- You must be a UMass student
- A 3.0 or above if an undergraduate student
- Must be highly organized
- Must be responsible and professional, and have excellent communication skills
- Previous experience as a tutor and/or teacher and a desire to pursue a career in education preferred

Responsibilities

- Assist student-athletes in enhancing general academic skills such as reading, writing, memorization, and organization
- Ensure that student-athletes are following a to-do list, completing quality work, submitting it on time
- Ensure that the student-athlete is using necessary services to facilitate learning, such as accommodations and technology
- Follow departmental procedures for documenting sessions and communicating with the Learning Specialist
- Adhere to highest standards of academic integrity

Hourly wage:

- Undergraduate students are paid \$9.00/hour
- Graduate students are paid \$10.00/hour
- Tutors who work with a group of 2 or more will earn time-and-a-half