### Duties and Responsibilities of position:

The goal of this program is to provide an “on demand” tutoring service for classes and subject areas not already represented by campus support services such as the writing center or math workshop. Tutors will be available for students who are seeking assistance, and will schedule appointments with students based on the scheduling availability of each individual. Tutors will only be paid for the hours they spend working with students (tutees).

1. Tutor students one-on-one in various subject areas that you indicate on your application that you are comfortable tutoring
2. Assist with homework, studying, and study skills questions posed by the tutee
3. Respond quickly to contact from tutees and maintain good communication within the tutor/tutee relationship
4. Maintain a schedule that allows you time to meet with students on a reasonable, as needed basis

### Qualifications needed for position:

1. Must be Junior or Senior class standing
2. Good academic standing
3. Must provide the names and emails of 2 professors to serve as references