

Position Description for Engineering Tutors

The College of Engineering Tutoring Program is looking for quality tutors; students who value education and would like to be part of the cause in enriching another student's educational experience.

BASIC FUNCTION AND RESPONSIBILITIES:

Tutor individuals or small groups of students, helping them to become more independent, confident and self-directed learners. Flexible scheduling from 3-20 hours per week at a rate of \$6.25 per hour.

Tutors are needed for Dynamics, Introductory Physics I, Introductory Physics II, Principles of Chemistry I, Principles of Chemistry II, Engineering Problem Solving I, Engineering Problem Solving II, Engineering Math I: Single Variable Calculus, Engineering Math II: Multi-Variable Calculus, Engineering Math III: Matrix Algebra, Engineering Math IV: Differential Equations, Engineering Fundamentals I: Statics, Engineering Fundamentals II: Electrical Circuits, Engineering Fundamentals III: Thermodynamics.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Attend tutor orientation, training sessions and other scheduled meetings. Tutors will participate in approximately 1-2 hours of paid training each year.
2. Maintain frequent communication with tutor coordinator and lead tutors.
3. Be "On Time" and be prepared for all scheduled tutoring sessions.
4. Recognize and respond appropriately to the needs of diverse students.
5. Visit classes or consult with professors as necessary to stay current with course expectations.
6. Maintain an active e-mail account which will be used for communications with the engineering tutor coordinator.

SUPERVISION RECEIVED:

Supervision is received from tutor coordinator and lead tutors.

QUALIFICATIONS

Tutors must be able to relate to and communicate effectively with a wide variety of people. Also demonstrate patience, empathy, and a willingness to try new approaches to learning.

- ❖ Must be enrolled at The University of Iowa in the College of Engineering.
- ❖ Must have a 3.00 or better cumulative GPA.
- ❖ Must have received a B or better in each class they wish to tutor.
- ❖ Must be and stay in good standing regarding student status (not on probation or dismissed).
- ❖ Must have a letter of recommendation from the instructor of the class you want to tutor.
- ❖ May not be a TA in a class they wish to tutor.
- ❖ Must be punctual for tutoring sessions.
- ❖ Must have time to devote to full length of tutorial sessions.
- ❖ Must have ability to work with others.

GENERAL INFORMATION:

- ❖ Students will begin tutoring a week after classes have begun.
- ❖ Students may work up to 20 hours per week as per the guidelines set forth by the Office of Student Financial Aid, Student Employment.
- ❖ No tutoring on Super Bowl Sunday.
- ❖ No tutoring on Sunday during Spring and Winter Break.
- ❖ Students keep track of their own hours and submit time sheets to Angel Jordan by each specified deadline date.
- ❖ Tutors available two weeks before finales.
- ❖ Tutoring Program sessions are held in the Seamans Center.
- ❖ No iPod
- ❖ Cell phones are to be turned off or on vibrate.
- ❖ Notify Tutor Coordinator one day in advance if you can not make it to work.
- ❖ Attend monthly tutoring meetings.

TUTOR AGREEMENT FORM

In order to make the Free Tutoring Program as helpful and effective as possible, here are some regulations and guidelines for you to follow. It is extremely important that you read, understand, and follow these regulations and guidelines, failure to do so could result in termination. Therefore, I'm asking that each of you sign this form after reading it. This form will be placed in your file.

- ❖ Students will begin tutoring a week after classes have begun.
- ❖ Tutors available through the last week of class.
- ❖ Each tutor must keep track of his/her own hours.
- ❖ Lead tutor must have student-sign-In sheet filled out and turned in every two weeks.
- ❖ Every effort should be made to keep the class materials in the same condition you found them.
- ❖ Please make an effort to stop or report any academic misconduct you may observe in your tutorial sessions.

I have read and understand the above regulations and guidelines and agree to abide by them throughout my employment as a tutor.

Print Name

Date

Signature

Date

The University of Iowa is an Equal Opportunity/Affirmative Action Employer

The University of Iowa prohibits discrimination in employment or in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504, and the ADA in the Office of Affirmative Action, telephone (319) 335-0705 (voice) or (319) 335-0679 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa, 52242-1316