PURPOSE: The purpose of the Engineering Tutor in the College of Engineering at the University of Iowa is to:
- Tutor individuals or small groups of Engineering students; assist students in the deconstruction of barriers to their mastering of course content.
- Promote independent, confident, and self-directed learning.
- Offer assistance with developing study strategies.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES: A College of Engineering Tutor will:
- Tutor one to three nights a week, typically two nights, Sunday-Thursday, 5:50pm-9pm.
- Tutor multiple subjects and assist with additional subjects when scheduled subjects are not busy.
- Adapt tutoring strategies to accommodate a variety of learning strategies and communication styles.
- Organize and conduct exam or biweekly reviews for tutored courses.
- Attend biannual staff trainings in August and January.
- Participate in two developmental workshops each semester.
- Obtain Campus Tutor Certification within first year of employment.
- Maintain effective, active communication with Lead Tutor staff and Director of Tutoring.
- Monitor work hours to ensure compliance with 20 hour work limit between all University positions.

SUPERVISION RECEIVED: General supervision is received from the Director of Tutoring.

QUALIFICATIONS: Interested students must:
- Be enrolled as a student in the College of Engineering.
- Obtain a B+ or higher, preferably an A, in the desired courses for tutoring.
- Maintain Academic Good Standing with a UI cumulative and semester GPA of 3.0 or higher.
- Demonstrate knowledge and competence in the subject matter tutored.
- Have excellent written and verbal communication skills.
- Be able to work well as a member of a team as well as take initiative as an individual.
- Have a positive and respectful attitude in working with a diverse population.
- Be willing to speak positively about the College of Engineering and The University of Iowa.
- Maintain strict confidentiality regarding student records and conversations as appropriate.

SALARY: $10.00/hour

EMPLOYMENT PERIOD: Academic Year, mid-August to mid-May

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Updated: 02/2018