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 through 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 reviews for tutored courses.
- Attend biannual staff trainings in August and January.
- Participate in two developmental workshops each semester.
- Obtain campus Tutor Certification preferably within first year of employment.
- Maintain effective, active communication with Lead Tutor staff, Receptionists 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