Student Job Description - Engineering Tutor

**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 to small and large groups of students.
- Attend biannual staff trainings in August/January and any additional trainings as scheduled.
- Obtain campus Tutor Certification, preferably within first year of employment, by attending New Tutor Training Day and participating in two developmental workshops each semester.
- Maintain effective, active communication with Lead Tutors, Receptionists, and Director of Instructional Support.
- Monitor work hours to ensure compliance with 20-hour work limit between all University positions.

**SUPERVISION RECEIVED** The Director of Instructional Support is the supervisor for Engineering Tutors, while the Lead Tutors serve in managerial/mentoring roles during evening hours.

**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, showing individual initiative and flexibility when needed.
- 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

The College of Engineering is committed to building a welcoming and inclusive community of learning and scholarship with the support systems for all persons to thrive. We recognize that diversity enriches the educational experience when everyone has the opportunity to excel and have their contributions respected and valued. We strongly encourage engineering students from diverse backgrounds to apply for this position, including students of all races, national origins, colors, creeds, religions, sexes, ages, abilities, veteran status, sexual orientations, gender identities, and all other representations of identity.

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