PURPOSE

- 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.
- Assist students in developing study strategies.

DUTIES AND RESPONSIBILITIES

- Tutor one to three nights a week Sunday through Thursday 6:00-9:00pm.
  - If virtual in fall 2021: tutoring is Sunday through Thursday 6:00-8:00pm.
- Tutor multiple subjects, assisting with additional subjects when able/needed.
- Adapt tutoring strategies to accommodate various learning and communication styles.
- Organize and facilitate exam reviews for courses to various sized groups of students.
  - If virtual in fall 2021: exam reviews are recorded and shared using UI Capture.
- Attend and participate in required staff trainings (August, January, additional as needed)
- Obtain campus Tutor Certification by attending New Tutor Training Day and participating in two developmental workshops each semester.
- Maintain active communication with Engineering Tutoring team using email and Teams.
- Monitor work hours to be compliant with 20-hour work limit for all University positions.

SUPERVISION RECEIVED

The Director of Instructional Support supervises the Engineering Tutoring program, while Lead Tutors serve in managerial/mentoring roles during evening hours.

QUALIFICATIONS

- 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/semester GPAs of 3.0 or higher.
- Demonstrate knowledge and competence in the subject matter tutored.
- Show excellent written and verbal communication skills.
- Employ a positive and respectful attitude in working with a diverse population.
- Collaborate as a member of a team, showing individual initiative and flexibility as needed.
- 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 diversity.