

# **Tutor**

## **Center for Access and Academic Success (CAAS)**

### **Tutor Job Description**

A tutor is a peer that has mastered the content of a subject and provides academic assistance. Tutoring sessions are walk-in based, but you can schedule an appointment. The tutoring sessions are informal in which the student will bring their textbook and review their notes, discuss readings, develop organizational tools, and prepare for examinations.

### **Primary Responsibilities**

Tutors are responsible for facilitating peer tutoring sessions for their assigned course. Their primary responsibilities are:

- Attend classroom visits to inform students of the courses they tutor.
- Attend cafeteria visits to promote the tutoring center and their work hours.
- Attend and participate in meetings as scheduled.
- Attend mandatory workshops to increase professional development.
- Record students who attended sessions and all paperwork on time.
- Behave in a professional manner at all times.
- Tutors must consider themselves responsible for the future success of the program.

### **Minimum Qualifications**

- Be enrolled as a student at University of Maryland Eastern Shore.
- An overall cumulative GPA of 3.0 or above (on a 4.0 scale) is required.
- Received a grade of B or better in the selected course taken at the University is preferred.
- Enrolled as a sophomore with 28 or more completed credit hours to apply.
- Demonstrate good interpersonal and communication skills (to be determined by Tutor Coordinator).
- Willingness to learn new skills.
- Available to work an average of 10 hours per week.
- Be a model student who understands the importance and application of effective study skills and strategies.
- Possess good organizational and time management skills.
- Ability to tutor small group sessions if necessary.

**Hourly Rate:** \$15.00 per hour; 10 hours per week.

**Application Process and Deadline:** In order for your application to be processed and considered, you MUST fill out a [Student Workshop Application - fillable](#) for the Office of Human Resources. Return workshop document to HR or email it to Ms. Mary Ames [mvames@umes.edu](mailto:mvames@umes.edu).

A separate [application](#) must be completed online for CAAS, where you will upload a letter of recommendation from a professor within your major or staff member, an unofficial transcript and your résumé. This process will be ongoing.