



JOB DESCRIPTION

TITLE

Tutor

JOB SUMMARY

Provides individual and small group tutoring to students in order to improve their academic achievement. The tutor will meet with the student(s) on a regular basis to clarify learning problems and work on study skills. Other responsibilities may include, reviewing class material, discussing the text, predicting test questions, or working on solutions to problems. Work is performed under general supervision and performance is based upon effectiveness of tutoring and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Department Head or Supervisor

Supervises: No supervisor responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Conducts individualized tutorial sessions for students with academic deficiencies, determines what skill areas require additional assistance.
- Provides individual or small group tutoring.
- May design and implement exercises and activities to facilitate student's academic progress.
- May document student's attendance record.
- May determine student's needs and inform them of other tutorial assistance available.
- May assist with tutorial program evaluation.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Additional job related-experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

One year of tutoring experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to be responsible, dependable, and mature.
- Knowledge of teaching techniques and academic programs.
- Ability to be friendly, patient and sensitive to a diversity of students.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to communicate effectively, orally, by phone, in person and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.