

## MVNU Student Employment Job Description

**JOB TITLE:** 1-1 Tutor

**DEPARTMENT:** Center for Student Success

**REPORTS TO:** Priscilla Mills, Academic Enrichment Coordinator

**PAY GRADE:** Current student-worker pay rate

### **POSITION OVERVIEW:**

A 1-1 Tutor meets individually with students seeking increased clarity, understanding, and mastery of content in specific courses. Within tutoring sessions, they guide conversation to identify questions, learning goals, problem-solving methods, and understanding checks.

- **Requirements:**
  - 1 year of college education
  - 3.0 cumulative GPA in college credits
  - Completed and earned an A in courses which they tutor
- **Necessary Applicant Skills:**
  - Reliably maintain scheduling calendar and appointments
  - Understand and utilize goal setting, time-management, and organization strategies
  - Communicate effectively with diverse personalities
  - Utilize learning strategies from awareness of learning processes
- **Expectations for a Successful Applicant**
  - Be attentive and responsive to student needs
  - Implement tutoring strategies personalized to student needs
  - Exhibit positive, strengths-based perspective on individual academic success
  - Demonstrate sensitivity to and appreciation for diverse backgrounds
  - Model successful student behavior and healthy personal and academic habits
  - Maintain confidentiality of students' personal and academic information
- **Responsibilities of a 1-1 Tutor**
  - Complete online training and attend in-person training throughout the academic year
  - Conduct structured tutoring sessions to assist students with concerns in specific courses as well as in study skills and learning strategies
  - Maintain scheduling calendar and host appointments in the Center for Student Success
  - Communicate with supervisor concerns related to tutoring or individual students
  - Submit detailed report of each appointment in MVNU Connect.
- **Normal Working Hours and Days:** 1-1 Tutors must maintain 5 hours of availability per week for appointments. Tutors may choose their hours of availability but should do so with consideration for optimal scheduling times
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook