

MVNU Student Employment Job Description

JOB TITLE: 1:1 Tutor

DEPARTMENT: Center for Student Success

REPORTS TO: Academic Resources Coordinator

PAY GRADE: Current student-worker pay rate

POSITION OVERVIEW: A 1:1 Tutor meets individually with students seeking increased competency in specific courses. Within tutoring sessions, they help to identify questions, learning goals, problem-solving methods, and to check for understanding.

- **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 five hours of online training, attend a two-hour all-staff training at the start of the school year, and complete two hours of ongoing training for each semester of continued employment
 - 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

