



Office of Minority Student Affairs

Incumbent: VACANT
Working Title: Tutor
Classification: Student (SA)
Position Number: U98936
Unit/Program: OMSA Academic Services Center
Reports To: Assistant Director

POSITION SUMMARY:

Under the supervision of the Tutoring and Academic Services Coordinator and reporting directly to the Assistant Director, plans and facilitates collaborative tutoring sessions for OMSA eligible students enrolled in targeted core courses. This position regularly interacts with diverse student groups, University staff, administrators and faculty, as well as the general community.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

(90%) TUTORING

1. Plans and facilitates tutoring sessions utilizing collaborative learning methodologies from *The Master Tutor: A Guidebook for More Effective Tutoring*.
2. Assists students in the develop study strategies that fit their particular needs.
3. Maintains consistent communication with supervisory staff.
4. Timely submission of requested documentation (e.g., timecards, payroll forms, etc.)
5. Attends all staff trainings and participates in on-going staff development
6. Attends all staff meetings.

(10%) ADDITIONAL RESPONSIBILITIES FOR ALL STAFF

1. Creating and sustaining an exceptional welcoming, service, and learning environment that meets the needs of students and visitors through modeling appropriate academic attitudes and behaviors to staff, faculty, and students.
2. Being a good citizen of the department by helping with the planning of, participating in, and/or attending department events and activities.
3. Recommending to the leadership and management areas and processes that need improvement to ensure efficient use of all resources (e.g., human, physical, technological, and financial).
4. Participating in assessment activities as requested.
5. Increasing the internal and external visibility of the department by serving on appropriate committees, councils, task forces, boards, in associations, etc. as requested.
6. Continuing self-improvement by attending on-going staff development trainings and completion of webinars.

ORGANIZATIONAL AND WORKING RELATIONSHIPS:

- Vice Chancellor for Student Affairs
- Associate Vice Chancellor for Student Success and Engagement
- Director, Office of Minority Student Affairs
- Senior Associate Director for Student Success, Office of Minority Student Affairs
- Assistant Director
- Tutoring and Academic Services Coordinator
- Program Assistant
- Student and Hourly Employees

REQUIRED EDUCATION AND EXPERIENCE:

- Must be enrolled for at least 6 credit hours during Fall and Spring semesters. **(HR approval required for less than part-time status).**
- Completion of at least 24 credit hours of undergraduate coursework at the University of Illinois including **successful completion of targeted course(s) on this campus earning a grade of B or better and a good understanding of how the course is taught at the UI.**
- Maintain an overall cumulative GPA of 2.5 or above.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work with college students of diverse ethnic backgrounds. Possess good interpersonal and organizational skills.
- Possess characteristics of responsibility, desire to help others, discretion, and flexibility.
- Knowledge of basic academic skills application and the ability to demonstrate and communicate the successful application of various academic skills.
- Ability to be self-directed and work independently, applying critical thinking skills and problem-solving to various situations.
- Exhibit patience and positive attitudes in establishing an encouraging learning environment.
- Reliability and punctuality are essential in this position.

TRAINING:

- Extensive, mandatory, paid training will be provided during the first semester with required on-going professional development/training each term.

WORKING CONDITIONS:

- Flexible schedule; days and hours are dependent on the hours the center is open.
- OMSA Academic Services Center is open for tutoring and academic services Monday through Thursday from 9 a.m. until 8 p.m. and on Fridays from 9 a.m. until 5 p.m.
- All tutoring is done on site.