**Tutor**

Tutors work with students, under limited supervision, to help them develop educational skills and improve their learning process by assisting students with homework, projects, test preparation, papers, research and other academic tasks. The duties of tutors may include, but are not limited to:

* Meeting with students on a one-to-one, small group, drop-in or classroom tutoring format(s) to provide learning assistance.
* Competently assisting students with questions about their class papers, homework, or assignments and helping students develop a deeper understanding of educational materials.
* Attending orientations/retreats/workshops /training required to support tutoring efforts.
* Timely submitting required reports.
* Participating in quarterly staff and peer observations/evaluations.
* Helping students improve study skill techniques.
* Competently covering course content informed by instructor lecturers/course materials.
* Referring students to suitable campus resources based on student assessment.
* Regularly checking your university email account and responding in a timely manner to messages from your supervisor.
* Following program/university/department/college policies and procedures.
* Performing other related duties as assigned or required.

This position is for *insert course name and number or department* and will report to *insert title.*

This position will work up to/approximately *insert hours (not to exceed 19)* hours per week and work may include evening and weekend work.

**Required Qualifications:**
Applicants must have demonstrated knowledge in *insert assigned area (e.g. English, Physics, Computer Science)* and completed *insert any required courses that must be completed.*Applicants must have a *insert required* GPA or above in *insert assigned area (e.g. English, Physics, Computer Science)*.

Applicants must have a class standing as *insert standing (e.g. Sophomore, Junior)* or above.

Applicants must have *insert any other specific skills based on the assigned area (e.g. experience with the Microsoft Word Suite including word and excel or experience fabricating metallic materials, etc.)*Applicants must be reliable, patient, responsive, organized, sensitive to the needs of a diverse population, willing to follow direction, take initiative, and need to be able to work independently.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range B**