Student Success Center Tutor

SSC Tutor Position Description

This position is a semester or academic year assignment, approximately 12-20 hours per week, reporting directly to the Student Success Coordinator.

Qualifications & Requirements

- Tutors must have and maintain a cumulative and semester GPA of 3.0 or higher and must have earned a "B" or higher in class(es) to be tutored.
- Be currently enrolled as a student at ATU- Ozark Campus in good academic standing.
- Must be 18 years or older.
- Be available to workdays Monday – Thursday, in person, morning, afternoon, or both.
- Be available to work 8-15 hours per week.
- Participate in tutor training and monthly ongoing training/meetings with the Student Success Coordinator.
- Possess strong people, helping, and oral communication skills.

Preferred Qualifications

- Tutors have and maintain a cumulative and semester GPA of 3.5 or higher, and have earned an "A" in class(es) to be tutored.
- ATU student with 12 or more credit hours completed.
- Experience in tutoring (can be informal; helping friends, siblings, or classmates with homework).
- College Work-Study eligible. If not sure, check with Financial Aid:
    - Julie Schmalz, Associate Director of Financial Aid
    - 479-667-3111 | jschmalz2@atu.edu

General Responsibilities

A Tutor is a trained peer support and educator for the ATU-Ozark Campus. The main scope of a Tutor is to provide tutoring in the tutor's area of expertise or the subject(s) that a Tutor is hired for. Additionally, a Tutor may provide general guidance and advice in areas of studying, note taking, test taking, student success strategies and campus resources. Tutors will foster a welcoming and inclusive learning environment and provide students with academic assistance and support that promotes independent learning and skills development. Other tasks and duties as assigned.

Fall 2023 SSC Tutor Calendar

Below are important dates for SSC tutors to be aware of including university recognized holidays and start/end dates for the term:

August 23	First Day of Fall Semester
August 28	First Day of Tutoring

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August 29	Last day to officially withdraw/drop courses with full reduction of tuition and fees
September 4	Labor Day Holiday*- No Tutoring
September 7	Last day to officially withdraw/drop courses with 80 percent reduction of tuition
October 5-6	Fall Break- No Tutoring
October 11	Mid-Term
November 22	Last day to drop courses with a "W" or change from credit to audit
November 22-26	Thanksgiving Holiday Break- No Tutoring
December 6	Last Day Tutoring
November 30- December 12	Finals

Compensation

Tutors are compensated hourly at a rate of $10.00/hour.

Required Documents

Complete Application Here

2 References (Please include min. 1 Faculty Member)