



Cleveland State University

Undergraduate Studies *Tutoring & Academic Success Center*

Tutor

Position Summary: Tutors provide academic assistance to students, via Zoom, on a regular basis in targeted subject areas through group or individual sessions. The Tutor integrates effective study and learning strategies to maximize the student's potential for academic progress, and facilitates learning as a guide to assist the student to become a successful, independent learner. This position may work up to 20 hours per week.

Position Accountabilities:

- Tutors students remotely in specific course material and integrate study and learning strategies
- Attends mandatory remote bi-weekly/monthly meetings with the Tutor Graduate Assistant
- Completes outcomes in Starfish within 24 hours of a tutoring appointment
- Completes all job requirements as outline in TASC's Student Employee Policies & Expectations
- Completes mandatory training requirements assigned each semester by the deadline provided
- Models ideal student behaviors while facilitating learning by providing an engaging and pleasant working atmosphere, with strong emphasis on building professional relationships with students, faculty, and tutors
- Promotes professionalism and contributes to a friendly and productive learning environment
- Replies to all emails and calls from TASC, students, and instructors on same business day
- Upholds all TASC's policies and expectations
- Completes additional student worker requirements by the due dates specified for that semester. Examples include:
 - One (1) peer observation per position
 - Four (4) TASC discussion boards
 - Responsible Employee online training
 - Student worker Reflection essay
 - Attends remote bi-weekly meetings

Position Requirements:

- Maintains a 3.0 GPA or higher
- Must have earned an A grade in any course led
- Must possess a laptop or pc with camera and audio for Zoom sessions
- Must exhibit knowledge of study skills and effective learning habits
- Effective communication skills and the ability to communicate difficult concepts
- Able to utilize strong critical thinking skills and the creativity to teach others to develop critical thinking skills

- Highly adaptable and willing to learn and implement new strategies for learning
- Utilizes Word, Excel, PowerPoint, and internet effectively
- Prior tutoring experience is preferred