TITLE: TRiO Student Support Services (S3) Program Tutor

COLLEGE/SCHOOL/DEPT: TRiO Student Support Services (S3) Program

DATE PREPARED: September 3, 2009  DATE REVISED: May 3, 2013

REPORTS TO: Lonni Rodriguez-Funk  FLSA: non-exempt status

POSITION SUMMARY:

Assist students in achieving a better understanding of specific subject material and help improve academic capabilities in designated areas. Help students develop self-confidence, raise self-concept, and reduce anxiety or fear of failure in academic work. In order to be a tutor for the TRiO S3 program you must have received an “A” letter grade in the subject you wish to tutor.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Provide academic assistance to assigned tutees, either in a group or individually.
5. Establish liaison with the teacher and work under the teacher's direction, if necessary to assist the student.
6. Attend periodic tutor meetings given by TRiO Student Support Services (S3) Program staff members to increase competency in working with students.
7. Tutors are strongly encouraged to attend the following events:
   - **Full Semester:**
     - TRiO Tutor Orientation – September
     - Fall TRiO S3 Welcome Back Event – September
   - **Spring Semester:**
     - Spring 2014 Tutor Check-In Orientation – January
     - Spring TRiO S3 Welcome Back Events – February
     - TRiO S3 End of Year Celebration – April
8. Responsible for keeping the Mentor/Tutor Specialist informed of student updates.
9. Provide evaluations and other reports as requested by the TRiO Student Support Services (S3) Program staff.
10. Help students develop positive attitude and study skills necessary to learn and study.
11. Establish and maintain rapport with assigned student(s).
12. Maintain logs and record of contacts with student.
13. Be available to work 5 to 10 hours a week, sometimes less depending on need.
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Every entry in this section **must** be supported by the **Principal Duties and Responsibilities** section. This section is critical in determining the areas of the position which may and may not be accommodated under the ADA. This section outlines:

A. **Knowledge:** Junior/Senior academic standing, with declared major and a Grade Point Average (G.P.A.) of 3.00. Exceptions will be left to the discretion of the TRiO S3 Program Coordinator.

B. **Skills:** Strong interpersonal skills with proven leadership and intrinsic motivation skills. Ability to effectively communicate with diverse populations while treating all people with respect.

C. **Abilities:** Must have the ability to teach others in a variety of learning styles.