



## University of Louisville REACH Master Tutor Job Description

**Position Title:** Master Tutor

**Title of Supervisor:** REACH Associate/Assistant Director or Coordinator

REACH employs master tutors to work as assistants to the Coordinators and Graduate Student Assistants. This role requires great leadership and organizational skills, the ability to multitask, and a willingness to work with a diverse group of students and staff. Roles may vary by location and center, but many aspects of the job are consistent.

**General Responsibilities include, but are not limited to:**

1. serving as a peer tutor/supervisor and role model for other employees working in your center or program
2. serving as a resource to other tutors/leaders in your program or center
3. assisting with the planning and implementation of training and meetings each semester
4. assisting with the advertisement and promotion of your REACH program or center
5. assisting the coordinator during the observation and evaluation period each semester
6. providing administrative support to center or program
7. submitting all required reports and documentation in a timely manner
8. attending required tutor training and staff meeting and completes online training modules
9. performing other duties as assigned by the Associate/Assistant Director, Coordinator, or Graduate Student Assistant

**Required Qualifications:**

- enrollment at the University of Louisville
- minimum cumulative GPA of 3.0 or a minimum GPA of 3.0 for last semester
- CRLA Level II Certification by the end of the spring semester
- earned at least a Satisfactory/Proficient on your last program/center evaluation

**Evaluation:**

Supervisor evaluations of all tutors are conducted each semester. The purpose for each evaluation is to recognize and indicate good practice and to also help each master tutor improve his/her leadership skills.