

Scheduled Tutor Roles and Responsibilities

Scheduled tutors work in the Learning Resource Center to provide academic support for small groups of students enrolled in undergraduate courses. They assist students in understanding, practicing, and applying material while providing content-specific strategies to help students succeed in their courses. They encourage students to continue to develop as independent learners.

General Responsibilities:

- Meet with student during regularly scheduled weekly sessions, and communicate changes to these appointments.
- Attend tutor training and staff meetings at the beginning and mid-points of each semester as required.
 - Complete all required online training modules as assigned.
- Provide suggestions to help students develop content study skills in their courses.
- Assist students in developing critical thinking skills and strategies, and regularly review the Critical Thinking Rubric with students.
- Arrive on time for weekly appointments.
- Monitor sign-in/sign out on TutorTrac of tutees and self for recording and payroll purposes, and signs timesheets biweekly.
- Contact supervisors in a timely manner when there are changes in their schedule, running late, or need to cancel a session for any excused reason (illness, emergency).
- Record notes after each appointment summarizing the goals, tasks, and accomplishments of the session.
- Maintain course content knowledgeable each semester by reviewing material, checking for syllabus and content changes, and working with professors as needed.
- Refer students to appropriate resources as needed when questions cannot be answered (REACH resources, professors, etc.).
- Maintain knowledge of REACH services across campus.
- Comply with University Family Education Rights and Privacy Act (FERPA).
- Attend an evaluation meeting with their supervisor each semester.

Evaluation:

Observations of new tutors are conducted each semester by the Coordinators or Master Tutors. These observations are primarily for the tutor's own professional development in tutoring skills and pedagogy. They will indicate good practices and to help tutors improve their sessions as needed for the benefit of all tutees.

Job performance evaluations are required for all tutors each semester with the supervisor. Tutors must receive a satisfactory evaluation in order to achieve certification levels and to be asked to return for the following semester.