



University of Louisville

REACH Computer Resource Centers

Tutor Job Description and Responsibilities

Job Description:

Assists students in using the REACH Computer Resource Centers' computers and other university technologies such as ULink, Cardmail, Blackboard, Microsoft Office Suite applications, printing, network access and password management. May tutor students in courses involving programming languages, Microsoft Access, and/or Microsoft Excel. Assist students in understanding, practicing, and applying course material while providing content-specific strategies to help them develop as independent learners.

General Responsibilities:

- Communicate effectively with students in a tutoring environment, other tutors, and supervisors.
- Actively seek opportunities to help students.
- Monitor and manage the daily activities in the Computer Resource Center, including but not limited to, tidiness, print station operation, signing in and out, maintaining supplies, etc. and maintain a pleasant learning environment.
- Stay knowledgeable in the course content for subjects that are tutored as well as other evolving computer technologies.
- Follow University and REACH policies as outlined in tutor handbook.
- Must attend all required trainings as assigned by REACH and supervisors.
- Assists with the Computer Resource Center advertising as available or presentation of test review sessions.

Qualifications:

- Currently enrolled at the University of Louisville with a minimum cumulative GPA of 3.0 or a minimum GPA of 3.0 for last semester.
- Two recommendations, at least one of which must be from a former or current professor who is familiar with your academic ability and your level of knowledge in the course content.
- Must have a good understanding of computer operating systems, network connections, email, and other campus technologies
- Expertise in programming languages you will tutor which could include C, C#, C++, Java, and/or Python; - or - Advanced skills in Access database design, data manipulation, and information retrieval along with highly proficient use of spreadsheets and Excel formulas.
- Possess a strong work ethic and the ability to maintain a welcoming and approachable appearance.
- Must be responsible, dependable, honest, and mature.
- Must be friendly, patient, and sensitive to a diversity of students and their individual needs.

Evaluation:

Observation of new staff and supervisor evaluations of all tutors are conducted each semester. The purpose for each observation and evaluation is to recognize and indicate good practice and to also help each tutor improve his/her performance.