



University of Louisville REACH Math Resources Tutor Roles and Responsibilities



Summary:

Tutors for REACH Math Resources provide drop-in academic support for UofL undergraduate students and/or assistance during math intervention courses offered by REACH. They encourage students to develop confidence, and promote academic independence. They also employ use of best practices and strategies to help students be more successful in courses including:

- MAT 55 & 65
- GEN 103/104
- MATH 107, 111, 112, 180, 190, 205, & 206
- ENGR 101, 102, & 190.

General Responsibilities:

- Teaching students skills in mathematics.
- Communicating effectively with tutees, other tutors, and supervisors.
- Actively seeking to help students.
- Staying knowledgeable in the math content and courses tutored.
- Attending required tutor training and staff meetings and completing online training modules.
- Assisting with advertising of the Math Resource Center/Virtual Math Center as assigned.
- Monitoring sign-in and sign-out on TutorTrac.
- Complying with University Family Education Rights and Privacy Act (FERPA).
- Assisting with other duties as assigned while working such as:
 - Performing daily procedures for opening and closing the math centers.
 - Helping students with math center computers and software.
 - Creating handout materials and/or website materials.
- Following GEN 103/104 classroom and testing procedures.

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.
- Minimum math proficiency: an A or B in math courses you will tutor.
- Two recommendations, at least one of which must be from a former or current professor who is familiar with your math ability.
- Must be responsible, dependable, honest, and mature.
- Must be friendly, patient, and sensitive to a diversity of students and their individual needs.

Evaluation:

Observations of new tutors 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 tutoring as needed for the benefit of all tutees.