

Texas A&M University- Texarkana
Office of Student Success: Success Center

Job Title: Student Tutor

Department: Office of Student Success

Reports to: Success Center Coordinator

Salary: \$9.00/hour (UG), \$12/hour (w/Bachelors in subject you are tutoring)

Hours: 10-19 hours per week

DESCRIPTION:

Success Center tutors provide individual and group tutoring to students in the Success Center and academic support across campus in the subject they tutor.

ESSENTIAL DUTIES:

- Tutor students individually or in a group setting
- Visit classrooms and maintain communication with faculty
- Maintain accurate records of tutoring
- Manage tutoring referral caseloads
- Keep and manage office hours in appointment scheduling software
- Work with other tutors to setup and execute academic workshops in your discipline
- Stay up-to-date in the subject and course content you tutor
- Attend and complete tutor training as required
- Perform other duties as assigned

KNOWLEDGE & SKILL REQUIRED:

- Strong professional, organizational, and interpersonal skills
- Ability to communicate and work well with a diverse staff and other students
- Ability to maintain confidentiality of student information
- Knowledge of the collegiate experience and ability to model the strategies of a successful college student

Minimum Qualifications

- 3.0 cumulative GPA or higher, as well as a 3.0 or higher in the subject you wish to tutor
- Must be available to work at least 10 and no more than 19 hours a week
- Position requires tasks to be performed on site
- Position may require working evenings

Preferred Qualifications

- Computer knowledge and the ability to learn new software quickly;
- Experience with email and scheduling software & a working knowledge of basic office equipment and machines

Security sensitive position. Background check will be conducted.