MEP Tutor Job Description

Qualifications
• Must be a currently enrolled student at Northern Arizona University
• Must have a minimum cumulative GPA of 3.0 and have received a B grade or higher in course(s) they tutor

Required Skills and Traits
• Knowledge of subject matter and ability to effectively communicate subject matter
• Interest in teaching and helping others learn, with a commitment to making learning and academic success the central concern of your relationships with tutees
• Accepting of evaluation and feedback by students and supervisors
• Ability to listen to others with an interest in understanding student concerns
• Ability to establish a supportive (not dependent) relationships with tutees
• Responsible and reliable, with good time management skills and study habits
• Demonstrate patience and respect towards others, including different learning and communication styles

Duties and Responsibilities
• Provide individual and/or group assistance to students in assigned subject areas
• Assist students with development of study skills necessary for course
• Communicate regularly with the MEP Coordinator
• Communicate with professors in content areas to stay current on subject material
• Create supplemental study materials and practice exams as needed
• Attend informational/training meetings as scheduled and/or required
• Maintain accurate records of work hours and submit payroll documents on time
• Ensure that students using the MEP Lounge have signed in at the front desk.
• Support the MEP mission of enhancing academic performance of Engineering Majors
• Assist MEP Coordinator with related projects and assignments, as needed
• Adhere to MEP tutoring policies:
  1. Tutors may be employed from 2 to 10 hours per week.
  2. Individual tutoring appointments are limited to 45 minutes to encourage the student to come prepared. Exceptions may be made with approval from the MEP Coordinator.
  3. New tutors must attend a new tutor orientation session, as available.
4. Tutors are responsible for scheduling tutoring sessions with assigned tutees; tutors must meet with assigned tutees at least once per week.

5. Maintain professional contact with all tutees and MEP participants.

6. Modify and develop your tutoring skills to meet individual tutee needs and to adjust to the learning styles of your students.

7. Always be punctual and do not break appointments. If you must cancel or reschedule a session, inform your tutees (and the MEP Coordinator) as soon as possible before the session occurs.

8. Communicate regularly with MEP Coordinator about tutoring sessions. The method of communication and frequency is subject to the needs of the MEP Coordinator and Tutor; open lines of communication is encouraged.

9. Personal phone calls are not permitted during work hours. If the need arises, please step outside the MEP Lounge to make the call.

10. Tutors are discouraged from giving their home phone number to students. The MEP will not give out tutor phone numbers.

Please note:

- Students may tutor anywhere from 2 - 10 hours a week, however, we cannot guarantee the number of hours you will be assigned due to the nature of the program. The number of hours you will receive is contingent upon your available hours, the courses you can tutor, and the number of students requesting a tutor for those courses.

- The tutor position may serve as a work-study job. Please let us know if you qualify for Federal Work-Study through your financial aid package.