TUTOR (STUDENT HOURLY POSITION)

OMSA ACADEMIC SERVICES CENTER (OMSA EAST)

POSITION SUMMARY:

Under the supervision of the Assistant Director of Tutoring and Instructional Services and the Tutor Coordinators, plans and facilitates collaborative tutoring sessions for undergraduate minority students enrolled in targeted core courses.

EXAMPLES OF DUTIES:

• Plans and facilitates tutoring sessions utilizing collaborative learning methodologies from The Master Tutor: A Guidebook for More Effective Tutoring.
• Assists students in the development of appropriate study skills.
• Maintains consistent communication with supervisory staff.
• Models appropriate academic attitudes and behaviors to staff, faculty, and students.
• Helps tutees develop study strategies that fit their particular needs.
• Timely submission of requested documentation: timecards, payroll forms, etc.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS

• Must be university student.
• Must be in good academic standing.
• Must have excellent oral and written communication skills.
• Completion of at least 24 credit hours of undergraduate coursework at the University of Illinois including successful completion of targeted course(s) on this campus earning a grade of B or better and a good understanding of how the course is taught at the UI.
• Maintain an overall cumulative GPA of 2.5 or above.

SALARY: $10.00 per hour for undergraduate students and $14.00 per hour for graduate hourly students.

ANTICIPATED START DATE: August 16, 2016
TO APPLY: To apply online, please visit www.omsa.illinois.edu/jobs/ and click the link for Tutors – OMSA’s Academic Services Center (OMSA East) Application. Please fill out all appropriate fields and upload the following supporting documents:

APPLICATION DEADLINE: Applications will be reviewed and interviews may be conducted immediately and will continue until a suitable candidate is identified.

WEBSITE: http://omsa.illinois.edu/

STUDENT AFFAIRS DIVERSITY STATEMENT: http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).