

**Academic Resources, Tutoring Services**

**Tutoring Services Assistant Job Description**

**Position Title:** Tutoring Services Assistant

**Department:** Academic Success Center, Learning Resources

**Reports To:** Associate Director of Tutoring

**Hours per week:** 15 hours a week for 13 weeks

**Pay rate**: $14/hr

**Background:**

The Academic Success Center provides centralized support services to all undergraduate students at UMBC. Through a coordinated approach and an unwavering commitment to student success, the Academic Success Center fosters a welcoming environment that provides a one-stop opportunity through Academic Policy, Academic Learning Resources, and Academic Advocacy for students to achieve their academic goals and claim their future with a UMBC degree.

Academic Learning Resources include tutoring, writing center, academic alerts, placement testing, skill courses, academic success meetings and Supplemental Instruction/Peer-Assisted Study Sessions (SI PASS).

These programs provide the catalyst for students to achieve their academic goals and become independent, lifelong learners responsible for their success.

All the tutoring services provide support to students enrolled at UMBC, helping them succeed in their classes and become independent learners.

The ASC offers tutoring for all 100- and 200-level courses, as well as a growing number of 300- and 400-level ones.

**Tutoring Services Assistant General Duties and Responsibilities:**

The Tutoring Services Assistant, under the direction of the Associate Director, will perform/assist with the following tasks:

1. Answer tutor requests and inquiries, in person and via email
2. Schedule weekly appointments
3. Assist recruiting and orienting peer tutors
4. Assist training and evaluating tutors
5. Answer questions about tutoring services
6. Promote and provide information about Tutoring Services procedures as needed

**Required Qualifications:**

* Bachelor’s Degree
* Outstanding oral and written communication skills
* Effective organizational and time management skills
* Ability to work independently
* Exemplary professional attitude
* Proficiency in Microsoft Office Suite
* Candidate must be enrolled in one of UMBC graduate programs

**Preferred Qualifications:**

* Experience in tutoring, mentoring, coaching, and/or teaching
* Experience facilitating training
* Experience using TutorTrac

Application is through UMBCWorks (job ID #9328513)