

TUTOR JOB DESCRIPTION/RESPONSIBILITIES

Congratulations on being hired as a tutor at King's College. The faculty and staff have put trust in your ability to support the mission of the Academic Skills Center – Provide learning assistance services that allow King's students to achieve the highest possible degree of academic success.

Job Description

To provide academic assistance to King's students through small-groups or individual tutoring.

Individual Tutoring Responsibilities

1. You must contact your tutee in advance in the event you cannot keep your appointment. The King's College Tutor Request Form contains your tutee's name and phone number in case you need to contact them. Make every attempt to talk directly to your tutee and not leave a message.
2. Be prepared for the tutoring session. Get a copy of the syllabus if possible and record test dates and due dates on a calendar. Outline questions to ask the tutee each session.
3. Keep accurate records of your tutoring sessions. Turn in your Tutor Timecard and Progress Report every pay period, even if you only have 1 hour. The Tutorial Coordinator needs to be aware of all tutoring sessions.
4. Attend tutor training and other assigned meetings.
5. Complete and submit tutor evaluations at the end of each semester.

Small Group Tutoring Responsibilities

1. If you are assigned as a tutor for small groups, it is a semester-long commitment.
2. If you cannot make a small group session, you must contact the Session Leader as soon as possible.

.....

If you need additional assistance please contact the Academic Skills Center at 208-5823/5841.

I have read and understand my duties and responsibilities as a King's College Peer-Tutor

APPLICANT'S SIGNATURE _____

TUTOR JOB DESCRIPTION/RESPONSIBILITIES

Congratulations on being hired as a tutor at King's College. The faculty and staff have put trust in your ability to support the mission of the Academic Skills Center – Provide learning assistance services that allow King's students to achieve the highest possible degree of academic success.

Job Description

To provide academic assistance to King's students through small-groups or individual tutoring.

Individual Tutoring Responsibilities

1. You must contact your tutee in advance in the event you cannot keep your appointment. The King's College Tutor Request Form contains your tutee's name and phone number in case you need to contact them. Make every attempt to talk directly to your tutee and not leave a message.
2. Be prepared for the tutoring session. Get a copy of the syllabus if possible and record test dates and due dates on a calendar. Outline questions to ask the tutee each session.
3. Keep accurate records of your tutoring sessions. Turn in your Tutor Timecard and Progress Report every pay period, even if you only have 1 hour. The Tutorial Coordinator needs to be aware of all tutoring sessions.
4. Attend tutor training and other assigned meetings.
5. Complete and submit tutor evaluations at the end of each semester.

Small Group Tutoring Responsibilities

1. If you are assigned as a tutor for small groups, it is a semester-long commitment.
2. If you cannot make a small group session, you must contact the Session Leader as soon as possible.

.....

If you need additional assistance please contact the Academic Skills Center at 208-5823/5841.

I have read and understand my duties and responsibilities as a King's College Peer-Tutor

Tutor Copy