

## **Position Description – Tutoring (Course-Specific)**

Learning Enrichment and Disability Services – Beloit College

- Position:** **Tutors for all courses (Hired by semester).**  
Flexible hours - 10 hours per week maximum.
- Job Description:** Tutors provide individual and/or small group assistance 1 – 10 hours per week to students enrolled in Beloit College courses. Tutors, with assigned tutees, arrange tutoring times (up to 2 hours per week per course for tutees) and locations that work for both entities. Tutors complete at least one hour of training prior to employment. Tutors communicate in a timely manner with the Learning Enrichment and Disability Services Office (Office) and tutees, follow the guidelines presented in training, and complete administrative tasks (time sheets) as requested.
- Qualifications:** Applicants must be a Beloit College student, have the recommendation of the appropriate faculty member for the course(s) they desire to tutor, be knowledgeable in the course area, be able to effectively communicate this knowledge, and be in good academic standing overall. Applicants must be willing and able to work effectively with students from a variety of backgrounds and skill levels. Applicants must have completed appropriate paperwork with the Human Resources Office (HR). Applicants need to complete at least one training session each academic year before they will be assigned a tutee. Tutors must be able to maintain the privacy of their assigned tutees. [Note: Priority will be given to tutors who have work awards as part of their financial aid.]
- Hourly Rate:** \$7.50 per hour
- Assignment:** Tutors that meet the qualifications stated above, follow the procedure stated below, and follow the ethical guidelines presented in training will be eligible for assignment(s) to tutees. Except for unusual situations approved by the Director of the Office, tutors and tutees will be matched on a first-come, first-serve basis.
- Procedure:** 1) Get the appropriate faculty approval communicated to the Office; 2) Get work approval from HR; **3) Apply at the Office (tutors must apply EACH semester);** 4) Attend Training
- Application Deadline:** Applications will be accepted throughout the semester (get the appropriate professor recommendation first) but assignments are made on a first-come (first to complete the application procedure), first-serve basis. **Students must apply in person in the Office.**
- Applications:** Learning Enrichment and Disability Services  
Pearsons, 2<sup>nd</sup> floor, north side ~ Mondays – Fridays, 8:00 am – 4:00 pm  
Students must apply in person in the Office.  
*For faculty recommendations, faculty may email [learning@beloit.edu](mailto:learning@beloit.edu), stop by the Office or call (608) 363-2572 to make recommendations.*