Position Title: LEADS Tutor (Course Specific)  
Hourly Rate: $7.50

Department: Learning Enrichment and Disability Services  
Supervisor: Joy de Leon

Work Location: Varies  
Account Number: 01-53524-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☐ Yes  ☒ No

Number of positions available: 90

Work Schedule
A student in this position can expect to work hours per day, Varies hours per week.

The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.

Hours are available during the following times of the day: varies.

Department/Position Overview
Most tutors provide course-based individual and/or small group assistance 1-10 hours per week to students enrolled in Beloit College courses. (Organizational Tutors provide general organizational tutoring for qualified students with disabilities.). Tutors, with assigned tutees, arrange tutoring times (up to 3 hours per week per course for tutee) and locations. Tutors complete 1-2 hours of training prior to employment and are required to participate in ongoing training (usually one hour per semester). (Organizational Tutors are also required to participate in bi-weekly supervision.). Tutors communicate in a timely manner with the Learning Enrichment and Disability Services Office and tutees, follow the guidelines presented in training and complete administrative tasks (time sheets) as requested.

More Detailed Information Available
https://www.beloit.edu/learning/tutors/

Description of Duties and Tasks
☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Meet with tutees on an individual or small group basis to aid in their learning.

☒ Review tutees' learning strategies and advise them on effective skills and methods.
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Faculty recommendation for courses to tutor