Beloit College
Student Employment Job Description

Position Title: Psychology Department Tutor
Hourly Rate: $7.50
Supervisor: Psychology Faculty
Account Number: 01-11136-00000-00000-xxxxx

Department: Psychology
Work Location: Psychology Dept/Science Center

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

Number of positions available: 1

Work Schedule

A student in this position can expect to work ___ hours per day, 3 - 5 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: arranged.

Department/Position Overview

The Psych Tutor will provide help to students in PSYC 100 (Introduction to Psychology), PSYC 150 (Statistical Applications in Psychology), and PSYC 200 (Research Methods & Design). Preference will be given to candidates who have earned an A or A- in each of these courses (or their equivalent). The Psych Tutor will work up to 5 hours each week (evening and weekend hours in the Psychology Commons) and will be paid through work study or work opportunity funds. Approximately three hours per week should be scheduled for drop-in help (you determine the times). The tutor should also be willing to schedule appointments with individual students at other times, and/or hold additional drop-in hours prior to a scheduled exam. Applicant should be able to commit to position for entire academic year.

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

☒ Provide help to students currently enrolled in foundational psychology courses; "help" may include explanation of concepts/content from each course, work with APA style writing, aiding with data analysis by hand and/or SPSS.

☒ Hold scheduled office hours at a regular time each week.
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: SPSS
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: PSYC 150, PSYC 200
- Junior or Senior standing
- Previous TA or Tutoring experience helpful, but not required