Academic Success Center
Iowa State University
1060 Hixson-Lied Student Success Center
515-294-6624

Tutor Job Description

Qualifications:
- Earned a grade of B or higher in course(s) wanting to tutor.
- Must have at least a cumulative GPA of 2.5.
- Must be a currently enrolled undergraduate student at Iowa State University. We cannot hire graduate students.
- Must have completed at least one (1) semester at Iowa State University.

Skills required:
- Knowledge of subject matter
- Ability to effectively communicate subject matter
- Patience
- Respect towards others (tutees, tutors, ASC staff, etc.)
- Respect for different learning styles including active learning and peer-to-peer techniques.
- Interest in teaching and helping others learn in groups of 3-4 students
- Ability to listen and answer questions during tutoring sessions
- Good time management skills

Duties:
- Attend a new tutor orientation session prior to meeting with groups
- Read all Tutor Assignment forms which are e-mailed to you upon assignment of students for tutoring
- Meet with assigned groups for the designated 2 hours a week
- Maintain professional contact with all tutees and the Academic Success Center
- Modify and develop your tutoring skills to meet individual tutee needs and to adjust to the learning styles of your students
- Always be punctual and do not break appointments. If you must cancel or reschedule a session, inform your tutees as soon as possible before the session occurs
- Update your schedule and course information as needed.

Please note:
- Students may tutor anywhere from 2 - 20 hours a week, however, we cannot guarantee the number of hours/groups you will be assigned due to the nature of the program. The number of hours you will receive is contingent upon your available hours, the courses you can tutor, and the number of students requesting a tutor for those courses.
- The tutor position may serve as a work-study job. Please let us know if you qualify for work-study through your financial aid package.