Lead Tutor Job Description:

The Lead Tutor position is open to any undergraduate tutor that is in good standing and has tutored for Multicultural Student Life for a minimum of 1 semester. The Lead Tutor will work with the Coordinator of Academic Support and will be required to have additional responsibilities compared to that of a tutor. They will be required to assist with Academic Support Unit and Multicultural Student Life events, coordinating tutor trainings, as well as maintaining high academic standards.

Requirements:

All candidates for the Lead Tutor position must have:

- A cumulative GPA of a 3.0 or higher
- Excellent oral and written communication skills
- Experience in a leadership or advisory position
- Commitment to the academic success of UT students
- Commitment to the success of the Multicultural Student Life Tutorial Program
- A moderate level of experience working with GradesFirst
- Records of excellent evaluations from the Coordinator of Academic Support

Responsibilities:

a) Aiding in the monthly tutor trainings by creating an activity or role playing scenario for each training topic
b) Act as a GradesFirst liaison for both new and returning tutors by: assisting with new tutor trainings, being available for questions from MSL tutors, and creating “how to” sheets
c) Collect tutee assessments from their designated location, as well as the tutor sign-in sheets
d) Compile tutee assessment data
e) Have monthly leadership meetings with the Coordinator of ASU, as well as the other lead tutors to discuss upcoming events, to-dos, etc.
f) Act as a course liaison for tutoring service-attend the first few minutes of courses and speak about our tutoring services
g) Conduct 2 office hours in the Frieson Black Cultural Center a week. This will allow the Lead Tutor to complete the above tasks, as well as help with additional planning
h) Other duties as assigned

Compensation:

You will be compensated for the additional work you will be executing with pay at $10/hour