**POSITION SUMMARY:**
Under general supervision, this student position performs duties required to ensure academic support for the Office of Diversity and Inclusion's student programs including the Multicultural Student Mentoring Program, Ready 2 Work Professional Development Program and Ambassadors for Diversity and Inclusion. Responsibilities include providing individual tutoring, walk-in tutoring, as well as, attending tutor training throughout the semester.

**RESPONSIBILITIES:**
1.0 Individual Tutoring  
   a. Commit to serving as a tutor for one year  
   b. Tutor assigned students on a weekly basis  
   c. Log tutor hours at each tutor session via online Tutoring Log  
   d. Maintain contact with the Retention Coordinator in the event any issues arise  
   e. Inform the Retention Coordinator of any address, telephone, email or tutoring subject changes  
2.0 Walk-in Tutoring  
   a. Commit to working at least one hour for walk-in tutoring sessions  
   b. Log tutor hours at each tutor session via online Tutoring Log  
   c. Maintain contact with the Retention Coordinator in the event any issues arise  
3.0 Attending Tutor Training  
   a. Commit to fulfilling CRLA certification training required of tutors (see attached documents, if applicable)

**REQUIRED QUALIFICATIONS**
1.0 Education  
   a. High school diploma or equivalent required  
   b. Must have a GPA of 3.0 or higher and at least 15 hours of course work completed  
   c. Must have a grade of B or better in the course wanting to tutor  
2.0 Federal Work-Study  
   a. Federal Work-Study is preferred, but not required for this position  
3.0 Scheduling  
   a. Availability must be Monday through Friday; subject to have requests on weekends (if preferred)  
4.0 Qualifications  
   a. Professional in appearance  
   b. Willingness and ability to work an established schedule  
   c. Dependable  
   d. Have a sincere concern for the wellbeing of new students  
   e. Be familiar with the challenges related to one or more of the following groups:  
      African American, Asian/Pacific Islander, Hispanic, Native American and First Generation  
   f. Excellent communication skills; proficient in English writing and verbal skills  
   g. Strong interpersonal skills  
5.0 Physical
a. Requires sustained seeing, hearing and sitting
b. Requires occasional carrying, feeling/touching, handling, holding, pulling, pushing, standing, stooping, bending and walking

APPLICATION INFORMATION
- Complete applications include the following
  o Office of Diversity and Inclusion Employment Application
  o Resume
  o Unofficial Transcript
  o TYPED List of Subjects (that student can provide tutoring services)
- Contact: Quang Nguyen, Communications and Marketing Specialist, Office of Diversity and Inclusion
  o Office: (316) 978-3034
  o Email: diversity@wichita.edu