



## POSITION DESCRIPTION

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**POSITION TITLE:** Tutor

**FLSA STATUS:** Hourly, Student Assistant

**ASSOCIATED POSITION NUMBER(S):**  
#993516/101938 [REG – EOF]

**DEPARTMENT:** Office of Diversity and Inclusion

**CONTACT PERSON:** Nayeli Cano (ext. 7698)

**REVISION DATE:** January 3, 2022

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### **REPORTING RELATIONSHIPS:**

**POSITION REPORTS TO:** Retention Coordinator and/or Director

### **GENERAL SUMMARY OF POSITION:**

Under general supervision, this student position performs duties required to provide academic support for the Office of Diversity and Inclusion's student programs, including Promoting Academic Student Success, Ready 2 Work Professional Development Program, Ambassadors for Diversity and Inclusion and other organizations associated to the office. Responsibilities include providing individual tutoring, tutoring services for group study sessions and attending certification training throughout the academic year.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Individual Tutoring
  - a. Commit to serving as a tutor for one year
  - b. Providing tutoring services to assigned students on a weekly basis
  - c. Log tutor hours after each tutor session via online Tutor Log
  - d. Maintain contact with the supervisor in the event any issues arise
  - e. Inform the supervisor of any information changes, such as address, telephone, email or subjects tutor is willing to provide tutoring services
2. Group Study Sessions
  - a. Have the ability to commit to working at least one hour for walk-in tutoring sessions (group study sessions)
  - b. Log tutor hours after each tutor session via online Tutor Log
  - c. Maintain contact with the supervisor in the event any issues arise
3. Attend Certification Tutor Training
  - a. Commit to fulfilling College Reading & Learning Association (CRLA) certification training required for tutors

- b. Tutors must be trained in order to maximize tutoring services

## **QUALIFICATIONS:**

### 1. Education

- a. Must be enrolled as a full-time student at Wichita State University
- b. Have a cumulative GPA of 3.0 or higher and at least 15 hours of coursework completed
- c. Must have a grade of B or better in the course wanting to tutor (course cannot be a B-)

### 2. Federal Work-Study

- a. Federal Work-Study is preferred, but not required for this position
- b. Federal Work-Study is an employment program that enables you to work part-time while you attend school and gives you valuable work experience while earning your degree. The program pays you at least minimum wage for the hours you work. Students who are eligible for work-study are often highly desired for student employment positions because the federal government supplements the wages that you are paid by the university. Work-study is available to undergraduate and graduate students.

### 3. Scheduling

- a. Availability for up to 10 hours per week
- b. Availability must be from Monday-Friday (occasional evening/weekend hours may be needed)

### 4. Required Qualifications:

- a. Proficiency in strong interpersonal communication skills
- b. Professional in appearance
- c. Provide attention to detail
- d. Ability to work independently and without close supervision
- e. Willingness and ability to work an established schedule
- f. Dependable and reliable to provide tutoring services
- g. Have a sincere concern for the wellbeing of new students
- h. Be familiar with the academic challenges related to one or more of the following groups: African American, Asian/Pacific Islander, Hispanic, Native American, first generation, students with learning disabilities, etc.
- i. Knowledge of basic computer skills

### 5. Physical

- a. Requires sustained seeing, hearing and sitting
- b. Requires occasional carrying, feeling/touching, handling, holding, pulling, pushing, standing, stooping, bending and walking

### 6. Other Qualifications

- a. Comfortable working with diverse and underrepresented populations
- b. Demonstrates ability to effectively manage time and multiple projects
- c. Proven experience to work cooperatively as a team

- d. Work collaboratively with students, faculty, staff and the community to which the University serves
- e. Comfortable with one-on-one and group interactions

**HOW TO APPLY:**

1. Fill out a paper or digital application at <http://wichita.edu/odi> or apply on Handshake (if applicable)
2. Provide a resume
3. Provide a TYPED list of course subjects (that student can provide tutoring services)
4. Submit application, resume and typed list of subjects to Rhatigan Student Center ste. 208 or email to [diversity@wichita.edu](mailto:diversity@wichita.edu)