

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 or higher (some exceptions apply)
Must have one positive reference forms from either an instructor, academic advisor, employer, or other ISU staff members

Skills required:

Knowledge of subject matter
Ability to effectively communicate subject matter
Patience and respect toward others

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.