

POSITION: INDIVIDUAL TUTOR

Center for Academic Success



Position Description

The individual tutor meets with students 1-on-1 each week for the length of the semester. The tutor works closely with individuals to help them understand complex concepts, solve problems on their own and become confident, independent learners. Each individual student can have up to 2 hrs a week with his/her tutor.

Qualifications

- Successful completion of one full semester at Lehigh and a cum GPA of 2.8 or higher
- Grade of B+ or better (or AP credit/transfer credit) in the course you wish to tutor
- Excellent communication and interpersonal skills
- Strong time management and study skills
- A genuine desire to assist your peers

Note: Graduate students need not have completed a semester here at Lehigh but should have successfully completed equivalent coursework at their undergraduate institutions or at the graduate level.

Hours & Commitment

- All tutors must be available to tutor on a regular weekly basis for the length of the semester
- All tutors must be available to work at least 4 hrs/week

Additional Responsibilities & Expectations

- Follow all Center tutoring procedures as outlined in the Procedures section on Course Site
- Complete a mandatory tutor orientation program prior to beginning tutoring
- Attend a mandatory mid-term performance meeting with the Center Director
- Adhere to the weekly tutoring limitations the Center has set for individual tutoring
- Complete all necessary paperwork in an accurate and timely manner
- Communicate regularly with your tutee(s) regarding meetings, cancellations, progress, etc
- Maintain contact with the Center Director and be sure to communicate concerns/problems
- Be courteous, act in a professional manner and be prepared for and on time to your sessions
- Respect your tutee(s) and keep all tutee information confidential
- Do your best to help your tutee(s) understand course material while fostering independence
- Uphold Lehigh's policies regarding academic honesty and *never* do the work for your tutee

Pay Rate

- Undergraduate individual tutors earn \$8.00 per hour
- Graduate student individual tutors earn \$10.00 per hour

Note: Tutors are paid only for hours spent tutoring – we cannot compensate tutors for prep time

Completed Applications Include:

- Tutor Application (2 pages)
- Professor recommendation
- Unofficial undergraduate transcript (graduate students only)

Please submit completed applications to: Kelly Grim, University Center 405, 29 Trembley Drive. Applicants will be evaluated based on academic performance, the application, the faculty recommendation and the interview. Please note that hiring decisions are also based on the anticipated demand for tutoring and our need for tutors in the subject areas for which the applicant is looking to tutor. For more information about the tutoring position, please visit us on the web at www.lehigh.edu/~inacsup/cas