DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Tutor and Mentor

DEPARTMENT: DU Scholars Program

DATE: January 15, 2014

SCHEDULE: January 22—May 14, 2014 (Deadline to apply-open)

FLSA: Non-Exempt

REPORTING SUPERVISOR: Peter Meidlinger

JOB FUNCTION:
Mentoring and tutoring African-American students at Pipkin Middle School (any school day from 2-3) OR at Central High (1:15-2 M, W, and/or Thursday) OR Parkview High (Fridays at 7:30 am).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

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<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 100%</td>
<td>Ongoing</td>
<td>Meet with students one-on-one or in small groups and tutor or mentor them.</td>
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MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
2. Willingness and ability to work with people from all cultures, religions, backgrounds, etc.
3. Strong commitment to serving children in our community and to fulfilling the mission of the Scholars program with professionalism and integrity.
4. Strong oral and written communication skills including the ability to summarize information for students being tutored in a coherent fashion.
5. Ability to foster effective relationships with students and to work cooperatively with others in a school setting.
6. Self-motivation and ability to work as part of a team.
7. Must have completed a FAFSA form (Financial Aid) for the current academic year.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.