

DRURY UNIVERSITY JOB DESCRIPTION (WORK STUDY ONLY)

JOB TITLE: Tutor

DEPARTMENT: Math Counts

DATE: July 10, 2008

SCHEDULE: Flexible, 10-20 hrs/wk

FLSA: Non-exempt

REPORTING SUPERVISOR: Director of Leadership and Volunteer Development

JOB FUNCTION:

Tutor children in math skills that are necessary to function successfully in society.

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.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	80%	Daily	Tutor individuals one-on-one in necessary math skills and assist in completion of math homework, if necessary.
2.	20%	Weekly	Prepare, organize, and maintain tutoring materials and support tasks such as record keeping, filing, copying, faxing, phone calls, correspondence, and ordering work areas.

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. Ability to concentrate and attention to detail is necessary to provide accurate information and to foster effective relationships with students.
2. Ability to understand instructions to do assignments correctly and thoroughly.
3. Ability to effectively read to communicate information to the student.
4. Ability to use a photocopier for duplicating information.
5. Good communication skills, such as speaking, writing, and a strong grammar background.
6. A reliable, patient, and mature individual.
7. Solid background in math, enrollment/completion of Calculus II, Linear Algebra, Differential Equations, or Abstract Algebra preferred.
8. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
9. 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.

ATTENDANCE POLICY:

Tutors are expected to work their scheduled times. After two absences, disciplinary action will be taken.