
Auburn University Job Description

Job Title: **Tutor**

Job Family: No Family

Job Code: **NA26**

Grade: Unclassified

FLSA status: Non-exempt

Job Summary

Provides non-classroom academic instruction to students on an individual or small-group basis for proactive or remedial purposes.

Essential Functions

1. Provides private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests.
2. Provides feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
3. Teaches students study skills, note-taking skills, and test-taking strategies.
4. Reviews class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
5. Assesses students' progress throughout tutoring sessions.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	Knowledge and education within the subject or field that is being taught
Experience (yrs.)	0	Experience tutoring or advising students in an individual or group setting.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Knowledge in the subject area that is being taught. Skill in selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Ability to view and read text on a computer screen for long periods of time.

Date: 3/14/2019
