WHO IS TRIO SSS?
TRIO Student Support Services is a federally-funded grant program serving 350 first-generation and/or low-income or disabled students on the University of Iowa campus with the goal of successfully guiding these students to graduation.

BASIC FUNCTION AND RESPONSIBILITIES:
Tutor individuals or small groups (2-5) of students, assisting them in mastering course content and in becoming more independent, confident and self-directed learners. Scheduling is flexible from 5-15 hours per week with a minimum starting rate of $10.00 per hour.

Tutors are needed for a wide variety of subjects; the majority of requests are consistently for mathematics, statistics, chemistry, biology, business, and physics.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
1. Conduct weekly tutoring sessions with eligible students at times and locations determined by students and tutor.

2. Complete Tutor Certification Program within 1 calendar year of hire date; participate in other scheduled meetings and trainings.

3. Maintain communication with Tutor Coordinator and TRIO SSS staff as appropriate.

4. Be prepared and on time for all scheduled tutoring appointments. Submit tutoring reports within one week of each tutorial session.

5. Respond to staff requests and assigned students in a timely fashion -- within 24 hours.

6. Regularly check UI email account (@uiowa.edu), which will be used for all communications with TRIO SSS staff.

SUPERVISION RECEIVED:
Supervision is received from Tutor Coordinator. Observations and debriefing sessions may be conducted by other professional staff.

QUALIFICATIONS:
Tutors must be able to relate to and communicate effectively with a wide variety of people. Also demonstrate patience and a willingness to try new approaches to learning in a nonjudgmental fashion. A cumulative UI GPA of 3.0, a grade of "B" or higher in courses tutored. Tutors are further required to maintain a semester GPA of 3.0 as a condition of employment. Employment is limited to students enrolled at The University of Iowa, with emphasis on those who are undergraduates.

See our web site for more information about us: http://diversity.uiowa.edu

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Women and Minorities are encouraged to apply.

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