

ASC Tutoring Student Tutor Position Description

Eligible applicants should have completed the prospective courses they wish to support in tutoring with a grade of “B” or better, possess a cumulative GPA of 3.0 or above, and be highly recommended by UNLV faculty. For more information, please email tutoring@unlv.edu.

The primary role and responsibilities of the Tutor position include (but are not limited to):

- Showing up for scheduled shifts on time and prepared to work.
- Exhibit professionalism in dress and communication with students and colleagues.
- Use collaborative learning strategies and questioning skills to engage students in subject matter.
- Assist students with learning new study strategies
- Act as a facilitator of knowledge (e.g., do not just give students the correct answers).
- Be collegial and work collaboratively with a diverse student population and tutoring team.
- Maintain at least a 2.75 semester GPA and a 3.0 cumulative GPA
- Attend all semester meetings/training and skills development. Training as assigned.
- Serve as a role model for other UNLV students.
- The goal of Tutoring is to assist students with IDENTIFYING and CLOSING gaps in their course content knowledge. Tutors provide insight into the concepts covered in class, guide students to methods conducive to academic success, create an engaging learning environment, and reinforce learning objectives for students who utilize tutorial services.
- All ASC student workers must abide by UNLV and NSHE policies. The ASC tutoring labs must maintain a supportive, welcoming, and inclusive space. Failure to abide by these policies may result in immediate action, up to and including termination.
- Use proper questioning skills to determine a student’s knowledge base and tutoring needs
- Be willing to help students of all academic levels
- Actively engage the student in the tutoring process
- Complete Peer Observations of best practices
- Utilize downtime appropriately by reviewing material, creating resources for staff and students, etc.
- Tutors are not to complete a student’s homework, classwork, test, quiz, take-home test, etc. during tutoring session
- Other projects and duties as assigned
 - If a tutor does not follow the rules or responsibilities, further disciplinary action can be taken, up to and including termination.