

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Student Academic Tutor

REV: May 2018
CLASS CODE: 10057
FLSA: NON-EXEMPT
PAY GRADE:
\$8.00 – \$15.00

SUMMARY

Function/Scope: Provides individual and group tutoring sessions in specific subject areas.

DUTIES

Typical:

- Tutors for specific academic subjects to individuals or small groups.
- Communicates student progress with the tutoring program supervisor.
- Monitors the academic progress of students.
- Participates in a training program for developing tutoring techniques and learning skills.
- Attends additional training sessions and staff meetings.
- Performs other duties as assigned.

SUPERVISION

Received: General supervision from assigned supervisor.

Given: May supervise other student workers.

EDUCATION

Required: Current UTRGV student; actively enrolled in a degree granting program or enrolled in UTRGV's MSA. Have completed course work in the assigned subject matter with a B average or better.

Preferred:

EXPERIENCE

Required: Relevant coursework as well as knowledge of lab equipment and procedures may be required.

Preferred: None.

LICENSE/ None.

CERTIFICATION

EQUIPMENT

Required: Knowledge of special equipment used in the field. Word processing, spreadsheet, and database software. Use of standard office equipment.

WORKING CONDITIONS

Required: Needs to be able to successfully perform all required duties. Typically an indoor office environment but may be required to travel around the campus.

OTHER Exceptional communication skills.

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive and thereby subject to the provisions of Section 51.215 Texas Education Code.

The above statements do not supersede or replace any statements made in the UTRGV Handbook of Operating Procedures or elsewhere which prescribe the role, responsibilities, duties and skills of personnel assigned to this job title, nor are they intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this job title. The above statements are intended to describe the general nature and level of work performed by personnel assigned to this job title. Administration/management retains the discretion to add to or change the duties of the position at any time.

Substitutions to the above requirements must have prior approval from the Chief HR Officer.