

Residential Tutor

Texas Tech University – University Student Housing – Residence Life

General Description

University Student Housing *Promotes Each Student's Learning Experience* by creating safe, supportive learning environments for academic and personal success. The Residential Tutor (RT) is a student employed by University Student Housing to serve as a member of the Residence Life Staff. The RT works with the Residence Life Professional Staff in establishing a positive living and learning environment for on campus students of Texas Tech University in their area of responsibility. The RT's immediate supervisor will be a Graduate Assistant for Leadership, Education, Academics, Recruitment, & engagement (LEARNing).

Texas Tech University and University Student Housing are committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Residential Tutor is primarily involved in providing academic services focused on student learning & success.

Essential Functions

The essential functions necessary for the RT position include the ability to: assist students in the comprehension of academic materials, read reports, gather and analyze data and compile information for written reports; prepare written memorandums and documents; and communicate effectively, both orally and in a written manner, with residents, parents, visitors, and staff.

Responsibilities

The Residential Tutor (RT) will be responsible for providing peer tutoring in specific subject area(s). In addition, the Residential Tutor is expected to stay updated with the knowledge that he/she is providing to the students. Residential Tutors are expected to be timely, have excellent communication and customer service skills, and be able to break down and simplify complex information to students. In addition, the Residential Tutor will be responsible for maintaining attendance records of students who utilize the tutoring center.

Some of the responsibilities related to Residence Life's Desired Learning Outcomes the RT assumes include:

Achievement

- Support students' competency and mastery of course material
- Providing learning experiences to identify skills, strengths and interests related to subject area
- Assist students' identification & resolution of personal learning styles, preferences & habits
- Facilitate study groups developing peer-to-peer learning skills
- Refer students to appropriate academic support resources

Civility



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- Ensure students are able to engage and contribute in an academically-supportive environment
- Educate students in articulating ideas and concepts to others in appropriate ways
- Support all residence hall policies and reporting policy violations to the appropriate personnel

Character

- Serving as a positive role model for students
- Assist students' exploration of personal values & beliefs in relation to subject areas
- Provide guidance based upon Texas Tech University policies, procedures & requirements, including the University Catalogs

Engagement

- Refer students to campus and community involvement opportunities related to subject areas & personal success
- Support students' problem-solving processes & development of critical thinking skills
- Foster students' ability to challenge opinions & ideas appropriately

Independence

- Develop students' self-efficacy through utilization of tutoring services & application of gained skills
- Help students recognize how lifestyle choices affect academic performance & success
- Identify strategies to address stress using responsible means
- Help students address stress & transition to a university environment

Completing Administrative Tasks

- Prepare and maintain reports and records as required
- Participate in required meetings and staff development activities
- Maintain weekly tutoring hours
- Other duties as assigned

Requirements

Residential Tutor applicants should have excellent communication skills and a high understanding of the subjects being tutored. Applicants should be capable of handling responsibility and have demonstrated academic ability. Sensitivity to students' growth and developmental needs in the university setting is considered essential.



Residential Tutors will be responsible for tutoring in at least one of the following subjects: Chemistry, Math, English, Political Science, and U.S. History. Preference will be given to applicants qualified to tutor in multiple subject areas. The required course prerequisites and preferred qualifications are listed below:

Subject	Required Course Prerequisites	Preferred Qualifications
Chemistry	Principles of Chemistry (CHEM 1307 or equivalent) with a B or higher	Declared chemistry major or minor and/or related major or minor
Math	Calculus II (MATH 1352 or equivalent) with a B or higher	Declared math, engineering, and/or other math intensive major or minor
English	Freshman English (ENGL 1302 or equivalent) and other writing intensive courses with an average grade of a B or higher	Declared English, journalism, and/or other writing intensive major or minor
Political Science	American Public Policy and American Government (POLS 2302, 1301 or equivalent) courses with a B or higher	Declared political science and/or other related major or minor
U.S. History	United States History courses (History 2300 and 2301 or equivalent) with a B or higher	Declared history and/or other related major or minor

References

In addition to the required course prerequisites, students applying for a Residential Tutor position are expected to have two academic references that can provide support for their ability to tutor in a desired subject area. Prospective English tutors will also need to complete a writing sample and grammar diagnostic test as part of the application process. An interview will be required for final consideration.

At the time of application, the minimum required employment criteria include:

- A Texas Tech Police Department Criminal Background Check will be performed. Initial employment will be based upon results of this check
- Must have a minimum 3.000 TTU/TTUHSC semester GPA and 3.250 TTU/TTUHSC cumulative grade point average
- Must be a full time student at Texas Tech University or Texas Tech Health Sciences Center (minimum 12 undergraduate credit hours or 9 graduate credit hours) or have equivalent total credit hours between TTU & TTUHSC
- Must be in good judicial standing with TTU/TTUHSC, University Student Housing and Student Judicial Programs

At the time of hire, the newly hired RT must maintain the minimum required employment criteria, which includes:

- Must maintain status as a full time student at Texas Tech University or Texas Tech Health Sciences Center (minimum 12 undergraduate credit hours or 9 graduate credit hours) or have equivalent total credit hours between TTU & TTUHSC
- Must achieve and maintain a minimum 3.000 TTU/TTUHSC semester GPA and 3.250 TTU/TTUHSC cumulative grade point average
- Must maintain good academic and judicial standing with TTU/TTUHSC, University Student Housing and Student Judicial Programs

Additional Requirements

Student Staff Training

All RTs are required to begin work and participate in orientation and continuing education activities conducted prior to and during the academic year.

Length of Employment

A review of job performance by individual supervisors will determine continued employment from one semester to the next.

Remuneration

Residential Tutors will be compensated at an hourly rate for time worked. Starting pay is \$9.00 an hour for undergraduate students and \$9.50 per hour for graduate students (the state of Texas has no state income tax) for 3 to 10 scheduled hours a week. Pay periods are two weeks in length.

Affirmative Action & Equal Opportunity (AAEO) Statement

It is the policy of Texas Tech University to strive to maintain an educational and work environment free from impermissible discrimination. In addition to Texas Tech University's policy against discrimination on the basis of race, color, religion, sex, national origin, age, disability, protected veteran status, genetic information, or refusal to submit to a genetic test, it is the policy of Texas Tech University that no person shall be subject to discrimination on the basis of sexual orientation or gender identity with regard to admission, employment, or use of the programs, facilities, or services of Texas Tech University.



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