

Residential Tutor Job Description

Position Overview

The Residential Tutor (RT) has primary responsibilities in providing peer tutoring in specific subject area(s) to University Student Housing residents and TTU students. The Residential Tutor is a member of the Residence Life Student Staff and is supervised by Residence Life Professional Staff. In the event of a vacancy, staff may be asked to fulfill a role or have other job duties added to their position to meet the needs of the students and the department. Every effort will be made to recruit and fill positions as quickly as possible to allow staff to return to the duties for which they originally were hired.

Essential Job Functions

Academic Support

- Provide peer tutoring in specific subject area(s), supporting students' competency of course material
- Break down and simplify complex information to students
- Assist students' identification and resolution of personal learning styles, preferences and habits
- Support students' problem-solving processes and development of critical thinking skills
- Identify strategies to address stress using responsible means
- Refer students to additional academic support services as appropriate

Administration

- Maintain weekly tutoring hours
- Read, gather, compile and prepare reports as assigned
- Communicate appropriately with complex professional staff and other key stakeholders
- Utilize departmental databases and online systems necessary for the operation of the residential complex, including but not limited to when to work and blackboard
- Support and implement the Disney Customer Service model (SERVE TECH & SERVE USH)
- Attend all required meetings including staff meetings and individual meetings with supervisor
- Participate in pre-service and on-going training throughout duration of employment

Departmental and Campus Support

- Collaborate with in-hall staff members to provide programs which promote academic success and retention
- Support departmental initiatives within Residence Life including but not limited to Academic Initiatives, Social Justice Education, Student Intervention, Recruitment & Training and Summer Conferences. This may include participation in training, staff recruitment, the Student Staff Leadership Council, Tunnel of Awareness, Carol of Lights, and the end of year Student Leadership Banquet
- Familiarize self with area and campus resources designed to promote student success and make necessary referrals

Global Competencies

Quality of Customer Service/Relationship with Others/Communication (Oral and Written)

- Respectful, cooperative, and effective in getting along with a diverse group of employees and customers. Expresses ideas/information in a complete, clear, concise, organized, and timely manner. Actively listens to others and is open to suggestions.

Compliance/Staff Development

- Complies with all university and departmental rules, laws, policies and procedures; attends all required training or certification program with the specified time frames.

Planning and Organizing Work/Quality of Work/Initiative/Adaptability

- Effective and efficient utilization of time and resources. Anticipates and responds to the needs of the department.

Dependability/Accountability

- Degree to which the employee can be relied upon and complete tasks in a timely manner.

Additional Factors

Leadership Ability and Coaching

- The ability to organize and influence a diverse group of people to achieve a common goal, communicate clear expectations, provide feedback, recognize effort and celebrate success.

Decision Making

- Effectiveness in making sound decisions and taking appropriate actions.

Conflict Resolution

- Identify conflict and utilize appropriate listening and communication skills to help resolve workplace disputes.

Management of Fiscal Responsibilities

- Effectively demonstrates a commitment to stewardship and appropriate use of resources.

Additional Requirements

Due to the nature of this position, the following physical requirements are expected of a successful candidate. Reasonable accommodations may be made as necessary: Ability to Push/Pull, Lift and/or carry 5-25 pounds; Work with office equipment regularly; Hearing; Speech; Vision (including depth and spatial perception); Work indoors away from natural light for six or more hours at a time; etc. Additionally, Residential Tutors are required to participate in all pre-service and in-service trainings for the position, which may include returning early to campus.

Campus Security Authorities and Responsible Employees

As university employees, Residential Tutors are considered Campus Security Authorities under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and as such are mandated to complete necessary training and report any designated incidents which may occur. Additionally, staff are considered Responsible Employees under Title IX which mandates that they must report information related to any Title IX incidents. Training will be provided regarding both Clery and Title IX to ensure staff are aware of required reporting responsibilities. Information regarding the TTU Annual Clery Campus Security Report can be found at: <http://www.depts.ttu.edu/ttpd/clery.php>. Information regarding Title IX at TTU can be found at: <https://www.depts.ttu.edu/titleix/>.

Qualifications

Residential Tutor applicants should have experience in a customer service setting and demonstrated academic success in subject area(s) tutoring. Candidates should demonstrate a mature and friendly attitude, present a well-groomed appearance and possess sound decision-making skills. A desire to assist students in personal growth and success is necessary. Minimum qualifications for Residential Tutor candidates include:

- Maintain a minimum 3.00 semester TTU/TTUHSC grade point average and 3.25 cumulative TTU/TTUHSC grade point average
- Maintain enrollment in a minimum of 12 undergraduate credit hours or 9 graduate credit hours or have equivalent total credit hours between TTU & TTUHSC
- Must pass a criminal background check and drug test
- Must maintain good academic and student conduct standing within the university

Residential Tutors will be responsible for tutoring in at least one of the following subjects: Preference will be given to candidates qualified to tutor in multiple subject areas. The required course prerequisites and preferred qualifications are listed below:

Subjects Tutored	Required 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
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 or 2301 or equivalent) with a B or higher	Declared History and/or other related major or minor
Biology	Biology I (1403) and Biology II (1404 or equivalent) courses with a B or higher	Declared Biology major or minor and/or related major or minor
Physics	Physics I (1408) and Physics II (2401 or equivalent) courses with a B or higher	Declared Engineering, Physics and/or related major or minor
Writing (any subject area)	First-Year English (ENGL 1302 or equivalent) and other writing intensive courses with an average grade of B or higher	Declared English, Journalism and/or other writing intensive major or minor

Remuneration

The Residential Tutor position is a part-time appointment in which staff may work up to 13 hours per week. Starting pay for Residential Tutors is \$9.00 per hour for undergraduate students and \$9.50 per hour for graduate students (the state of Texas has no state income tax). Additional on-campus employment may be obtained, however, the combined total hours worked on-campus may not exceed 20 hours. Additional employment must be disclosed to University Student Housing to ensure total hours are not exceeded. Students on F1/J1 Visa status may only work up to 20 hours per week.

Equal Employment Opportunity Policy and Affirmative Action (TTU OP 40.01)

TTU does not tolerate discrimination or harassment of any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, genetic information, status as a protected veteran, or any other legally protected category, class, or characteristic. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the university's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases. (the remaining text of the OP can be found at <http://www.depts.ttu.edu/opmanual/OP40.01.pdf>)