

TUTORIAL ASSISTANT

Job Summary:

Provide instructional support in academic content areas and study skill needs for student-athletes.

General Responsibilities:

1. Plan and implement weekly sessions with students to promote independent learning.
2. Identify and address study skill needs for students in the context of the tutorial session.
3. Prepare and submit accurate records of sessions with students in a timely manner.
4. Maintain a high level of knowledge in academic area.
5. Know and comply with the policies of Olga S. Peers Academic Center for Student-Athletes that govern the tutoring of student-athletes, particularly NCAA regulations.
6. Comply with the University's FERPA guidelines.
7. Work with Faculty/Staff to insure success of student-athlete.
8. Additional duties assigned by Tutorial Coordinator.

Supervisor: Tutorial Coordinator

