TUTOR JOB DESCRIPTION
STUDENT SUPPORT SERVICES (SSS)
WICHITA STATE UNIVERSITY

To be eligible for consideration as a tutor for TRIO Student Support Services, one must:

1. Be enrolled as a sophomore, junior, senior or graduate student at Wichita State University.
2. Have a cumulative GPA of 3.0 or better.
   a. Undergraduates must maintain this GPA every year unless special circumstances apply.
   b. Graduate students with a 3.0 GPA or better could be considered; however, their undergraduate transcript must be reviewed in order to verify their eligibility to tutor courses needed by program participants.
3. Have a letter grade of B (B- in systems with +/- grading scale) or better in the course s/he wants to tutor.
4. Have good communication skills.
5. Have a strong desire to help first generation and limited income students and students with disabilities.

Tutors are students at Wichita State University (WSU) with at least a cumulative 3.0 GPA. An effort is made to select students who are sensitive to peer needs, are aware of the problems facing first generation and limited -income students, and can serve as paraprofessionals and role models for academic success. Tutors are responsible for the delivery of tutorial services to SSS Program students on a one-on-one basis. Tutors report to the coordinator of the Tutorial and Training Component and have continuous dialogue with the student's academic advisor. Tutor responsibilities include:

1. Attending all Tutor Training sessions at the beginning and ending of each semester.
2. Checking your mailbox weekly unless notified otherwise.
3. Providing weekly tutoring in at least one subject to students assigned to you.
4. Assisting in the development of positive study habits, study skills, and learning modalities of tutored students.
5. Providing regular feedback to SSS Academic Advisors on your student's academic progress.
6. Completing and submitting your time logs and timesheets electronically by the due date as required. (If you do not
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