

## **Tutor/Counselor Position Description**

### **General Duties:**

To be utilized in both the summer and academic year components of the project. The description herein noted applies to both components with slight modifications where the academic year program is concerned. The tutor/counselors are to function as role models academically and socially for the participants.

### **Specific Duties:**

- Report to Resident Director (summer) and Enrichment Center Supervisor (academic year) and respond to general directives from Project Director and Assistant Director.
- Act as a liaison between participant and his/her classroom experiences.
- Participate in staff orientation, training workshops and staff meetings.
- Demonstrate and encourage appropriate study skills and habits.
- Provide assistance to instructors in and outside of class. Participate in classroom activities to gain firsthand knowledge of what is being taught.
- Share educational and cultural experiences with participants and assist in conducting residential life educational component. Develop presentations' academic and social growth.
- Tutor participants experiencing academic difficulty.
- Maintain a log of participants assisted and progress made.
- Submit and evaluation of all assigned students.
- Assist the Resident Director in maintaining proper decorum within the residential halls and throughout campus.
- Assist in supervising participants in all program activities.
- Apprise the Residential Director and Assistant Director of academic, disciplinary, social and personal problems of participants.
- Assist in enforcing program rules and regulations in Enrichment Center.
- Submit evaluations of project activities and residential hall structure.

### **Qualifications:**

- Be presently enrolled in a college or university (preferably a junior or senior). Recent college graduates and Upward Bound Alumni will also be considered.
- Three faculty references or administrative staff references.
- Must be in good academic standing; preferably having GPA of 3.0 average or better.
- Effective Communication skills required.