



DIA TUTOR PROGRAM

Irwin Academic Services Center: Content Tutor Job Description



Title: Division of Intercollegiate Athletics Content Tutor

Salary: Undergrad - \$12.00 hourly; Graduate Student: \$13.00 hourly, increased pay for group sessions (may be increases for Spring 2022!)

Schedule: Very flexible, tutor will set availability and maximum hours for the week, sessions will be on ZOOM FOR THE SPRING SEMESTER

Training: ALL new content tutors must complete a paid training/orientation session sponsored by the Division of Intercollegiate Athletics before working with student-athletes

Applications: <https://forms.illinois.edu/sec/8792291>

Purpose: A content tutor is a person who, in a structured and supervised educational context, enters into a peer teaching and learning relationship with one or more students. The content tutor is an individual who provides a student perspective on learning and educational success while assisting student-athletes to develop improved study habits. Content tutoring is a coaching and learning experience in which content tutors provide individualized academic assistance to enable each student to develop confidence, self-reliance, and competency in each subject.

Responsibilities:

- Maintain confidentiality and academic integrity at all times
- Encourage organization, class attendance, and active participation
- Develop learning strategies and action plans to overcome learning barriers and foster success
- Complete all tutoring reports and meet time sheet submission deadlines
- Attend sessions on time and serve as a role model for student-athletes
- Maintain a professional demeanor at all times
- Regularly communicate with the Tutor Coordinator and assigned student-athletes
- Adhere to strict UIUC, B1G Conference, and NCAA policies and guidelines

Qualifications:

- Fluency in English language
- Previous tutoring or teaching experience is encouraged but not necessary
- Documented proof of earning at least a "B" average in class to be qualified if an undergraduate student
- Tutors wishing to work with CMN, WRIT, BTW, or RHET courses must complete a separate training session at the UIUC Writers' Workshop and obtain certification.
- As employees of the University of Illinois, content tutors must adhere to the Family Educational Rights and Privacy Act

The University of Illinois is an affirmative action, equal opportunity employer.

If you have any questions, you can contact me, Heather Schmitz, at diatutor@illinois.edu. Please submit applications as soon as possible, and I will reach out to you for an interview.