**Job Description**

**Tutor**

Tutoring Center  
Wilson Library 280 | 360.650.3855  
https://library.wwu.edu/use/tutoring-center/welcome

**Title:** Tutor  
**Reports to:** Tutoring Center Coordinator  
**Salary:** Starts at **$13.50 per hour**; this pay rate is within Classification 1 wage range as established by the Student Employment Center.

**Eligibility:**
- Grades of B or better in courses to tutor  
  - **Preferred:** Overall WWU GPA of 3.0 or higher  
- At least one academic year remaining at WWU  
- Available to work at least 6 hours per week during the academic year (plus 1-2 hours of training fall quarter)

**Skills:**
- Excellent verbal and non-verbal communication  
  - **Preferred:** ability to support multilingual learners and/or language proficiency other than English  
- Ability to work one-on-one and in small groups  
- Commitment to equity and inclusion  
- Adaptable to a fast-paced work environment  
- Competence in WWU math courses through at least Pre-calculus II  
  - **Preferred:** competence in second subject area (see list of TC tutoring areas below)  
  - **Preferred:** familiarity with how Math 112 and/or precalculus courses are taught at WWU

**Responsibilities:**
- Arrive on-time for all scheduled shifts and assist students in your specialty subjects  
- Develop a full working knowledge of specialty areas and tutoring pedagogy  
  - **Preferred:** Professional development will be provided via training and weekly review sessions for any Math, General Chemistry, Organic Chemistry, or Physics courses supported  
- Participate in TC outreach activities and provide appropriate referrals to related campus resources  
- Represent the Tutoring Center and support Western students using Tutoring Center services while demonstrating courteous, inclusive, and professional behavior  
- Participate in TC staff meetings and training sessions, including:  
  - Two full days of training before classes begin fall quarter: **September 21-22, 2020**  
  - Half-day staff meeting on the first Saturday of fall quarter classes: **September 26, 2020**  
  - 1-2 hours of training per week during fall quarter (with the option of addition review sessions in the fall and throughout the year)

**Learning Outcomes:**
- Develop leadership and communication skills  
- Demonstrate sound interpersonal skills and cultural competency  
- Improve problem-solving skills and deepen subject knowledge  
- Promote learning strategies to encourage student self-sufficiency  
- Engage in professional career development

**The Tutoring Center offers free peer tutoring and/or study groups for:**
- Astronomy 103  
- Decision Sciences 205  
- Geology 101, 211  
- Biology 101, 204-206, 321, 323  
- Economics 101, 206, 207  
- Math 99-118, 156, 157, 240  
- Chemistry 121-123, 175-225  
- Electrical Engineering 110  
- Philosophy 102  
- Chemistry 251, 351-353, 471-472  
- Engineering 214, 225  
- Physics 101, 114-116, 161-163