Classification Specification for Unclassified Service

Title: Academic Tutor

Essential Function

Under general supervision from a designated administrator, instruct students in designated subject areas necessary to improve their academic performance at the University.

Characteristic Duties

Instruct students in designated subject areas necessary to improve their academic performance at the University;

Provide remedial instruction;

Prepare teaching plan for class;

Advise students regarding academic programs;

Evaluate academic progress of students;

Compile reports on student performance;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree and one (1) year experience in a related field as designated by the hiring department; experience must be in teaching or tutoring and relative to the specified field.