



TRIO SSS Tutor Position Description Spring 2025

This position is a semester or academic year assignment, approximately 8-20 hours per week, reporting directly to the Director of Student Support Services and working for the TRIO Student Support Services Grant, a federally funded program.

Qualifications & Requirements

- Tutors must have and maintain a cumulative and semester GPA of 3.0 or higher, must have earned an “A” in class(es) to be tutored.
- Be currently enrolled as a student at ATU in good academic standing.
- Must be 18 years or older.
- Be available to workdays Monday – Thursday, in person.
- Be available to work 8-20 hours per week.
- Participate in initial tutor training and monthly on-going training.
- Possess strong people, helping, and oral communication skills.

Preferred qualifications

- ATU student with 12 or more credit hours completed.
- Experience tutoring can be informal (i.e., helping friends, siblings, or classmates with homework)

General Responsibilities

A Tutor is a trained peer support and educator for the ATU-Ozark Campus. The main scope of a Tutor is to provide tutoring in the tutor's area of expertise or the subject(s) that a Tutor is hired for. Additionally, a Tutor may provide general guidance and advice in areas of studying, note taking, test taking, student success strategies and campus resources. Tutors will foster a welcoming and inclusive learning environment and provide students with academic assistance and support that promotes independent learning and skills development. Other tasks and duties as assigned.

Fall 2022 TRIO SSS Tutor Calendar

Below are important dates for TRIO SSS tutors to be aware of including university recognized holidays and start/end dates for the term:

January 13	First day of spring semester
January 17	Last day to officially withdraw/drop courses with full reduction of tuition and fees
	Last day to register and add courses/change sections



January 20	No School – MLK Jr. Day
January 21	First Day of Tutoring
January 28	Last day to officially withdraw/drop courses with 80 percent reduction of tuition
March 3	Midterm
March 3	Registration begins
March 24 – 28	Spring Break Holidays – NO TUTORING
April 11	Last day to drop courses with a “W” or change from credit to audit
April 30	Last day of tutoring – Tutoring ends at 5 PM
May 1 – May 7	Finals

Compensation

Tutors are compensated hourly at a rate of \$11.00/hour.