

**Summer 2019
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: Disability Support Services

Campus: Newtown

Position Title: Tutor -DSS

Supervisor Information:

Name: Misty Hess

Campus: Newtown

Building: Classroom

Room: 012

Phone: 859-246-6531

Brief Job Description: Provide individual tutoring to students with disabilities as assigned by Disability Support Services (DSS) Tutor Coordinator. Work with students to improve academic achievement by meeting with them on a regular basis to clarify subject matter. Other assistance might include reviewing class material, discussing the text, predicting test questions, formulating ideas for papers, working on solutions to problems, improving study skills, or improving organizational skills. Tutoring is a supplement to classroom teaching.

Preferred qualifications: : 2.5 cumulative GPA; Have completed the class (or equivalent) and received a grade of A or B; 2 letters of recommendation: One discussing responsibility/reliability--from someone, other than a family member, that you have known at least one year (preferably from a past employer or professor); One from a professor in the department of the subject you wish to tutor; A copy of your transcript (can be unofficial).

Number of positions: 4

