

McNamara Academic Center Subject Tutor:

REQUIRED QUALIFICATIONS:

- Possess an overall Cumulative GPA of 3.0.
- Have taken and passed with and "A" or "B" any course for which you wish to be considered eligible to tutor / or equivalent courses from other universities.
- Capable of working flexible hours.

These tutors must have all of the following abilities:

- Clearly explain concepts in a variety of ways
- Think-on-the-spot with no prior preparation
- Patience regarding different learning styles/personalities
- Follow strict compliance guidelines/rules with vigilance
- Maintain a professional demeanor at all times
- Utterly reliable and responsible
- Commit to entire semester of work... Including Exam Week

As a tutor, you are asked to do the following:

- Attend a mandatory training session on regulations/policies
- Maintain confidentiality in all interactions at the McNamara Academic Center
- Submit a typed tutor report concluding each session
- Attend at least one mandatory Professional Development Session each semester
- Engage fully in every single tutoring session for the entirety of the session
- Keep cancellations to a minimum
- Act with professionalism and respect at all times

What are the specifics of the job?

Hours: Work as few as three hours and as many as twenty hours per week for undergraduate students and as many as fourteen hours for graduate students.

Preferred Days/Times: We offer tutoring the following days/times:

-Monday through Thursday from 8:00am-10:00pm

-Friday 8:00am-4:00pm

-Sunday from 4:00pm-10:00pm

-The majority of tutoring takes place Monday – Thursday mornings from 8:00am-1:00pm or nights from 6:00pm-10:00pm.

Pay: Undergraduates make \$11 per hour. Graduate students make \$14 per hour.

How do you apply?

To apply, you must do the following two things:

1) Fill out the online application by copying and pasting this link into your browser.

[https://docs.google.com/forms/d/e/1FAIpQLSfQR9kBf8YvNYsSi3B_aD6jsxX0An1g85dFrug8xJVq0IpN4Q/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSfQR9kBf8YvNYsSi3B_aD6jsxX0An1g85dFrug8xJVq0IpN4Q/viewform?usp=sf_link)

2) Email to mdemchak@umn.edu the following three items:

-Resume, Copy of Transcript (unofficial is fine), Cover Letter

From there, we will notify you via email if you have made it to the interview round.