

# Tutorial Services

## Supplemental Instruction (SI) Job Description

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### Basic Function and Responsibilities

- Attend all class meetings of the selected course, take notes, read all assigned materials, and take all tests.
- Ascertain course requirements and maintain contact throughout the term with course professor and SI supervisor.
- Schedule and conduct a minimum of three one-hour study sessions per week throughout the term.
- Arrange and facilitate regular, outside-of-class study sessions throughout the term.
- Prepare handouts, activities, and agendas for study sessions.
- Provide extra sessions as necessary prior to exams and during finals week.
- Collect attendance data for every study session, which include student name, course title, date and length of session.
- Assist in the collection and reporting of evaluative data regarding the selected course.
- Participate in all training sessions, workshops, and meetings as required by the Director and Coordinator of Tutoring.
- Ensure that all Tutoring Center policies and procedures are followed, and that paperwork is current, accurate, and complete.
- Actively participate in Tutorial Service's evaluation process, including service and individual evaluations.
- Obtain complete knowledge of, and adhere to, the information, policies, and procedures presented in the employee handbook(s).
- Maintain familiarity with the University of Northern Colorado and Tutorial Service's missions.
- Demonstrate professionalism when representing the University of Northern Colorado and Tutorial Services.
- Perform duties as assigned by the Director and Coordinator of Tutorial Services.

### Minimum Qualifications

- Have completed a minimum of 30 college credit hours.
- Possess and maintain a cumulative grade point average of 3.0 or above.
- Have earned an A or B in each class tutored.
- Obtain a letter of recommendation from the UNC department relevant to the area in which the applicant will be tutoring (e.g. Math = letter from a Math department professor).
- Possess a course schedule which will allow the tutor applicant to participate in ongoing training sessions during every semester they are employed.
- Possess strong interpersonal communication skills as well as a desire to assist fellow students.
- Must be reliable, responsible, and able to deliver quality service with a positive attitude.
- Must display ethical behavior and commitment to the Division of Student Academic Success and to the University of Northern Colorado.
- Must display openness and respect for persons from culturally diverse backgrounds.

### Pay Rate—Undergraduate “SI” tutors

\$15.50

### Application Checklist

- Application, tutor course list, and projected schedule
- Faculty recommendation form (1 from each subject)

For questions, contact Melissa Hoffner  
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