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**Job Title:** Academic Tutor

**Department:** Tutorial Assistance Network (TAN)

**Hourly Rate:** $12/hour
**Work Hours:** Flexible; typically 5–15 hours per week based on student demand, tutor availability, and academic schedule

**Position Summary:**

TAN Tutors serve as “learning partners” to undergraduate students, providing academic support to increase understanding of course materials, boost course performance, and improve overall academic success. This position offers students an opportunity to deepen content knowledge, strengthen communication skills, and contribute to the academic achievement of their peers at Alabama A&M University.

**Purpose and Learning Outcomes:**

* Enhance mastery of subject area content through peer teaching and collaboration.
* Develop professional communication and interpersonal skills by working with diverse learners.
* Strengthen leadership abilities through facilitating individual and group tutoring sessions.
* Cultivate problem-solving and critical thinking skills to assist students effectively.
* Gain professional experience in an academic support setting aligned with future career or graduate school goals.
* Contribute meaningfully to student persistence, retention, and graduation rates at Alabama A&M University.

**Key Responsibilities:**

Responsibilities will vary depending on the specific departmental assignment but may include:

* Provide individual and group tutoring sessions in assigned subject areas to undergraduate students.
* Assist students in clarifying concepts, understanding course materials, and preparing for quizzes and exams.
* Encourage development of effective study strategies and independent learning skills.
* Foster a welcoming, inclusive, and supportive learning environment.
* Refer students to additional resources such as Supplemental Instruction (SI) sessions, Structured Learning Assistance (SLA), faculty office hours, and campus workshops as needed.
* Maintain accurate and timely records of tutoring sessions, student attendance, and progress as required by TAN.
* Attend required trainings and meetings to enhance tutoring effectiveness and comply with program standards.
* Uphold confidentiality and professionalism in all student interactions.
* Perform additional duties as assigned by the TAN Coordinator or supervisors that support departmental objectives.

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Demonstrated expertise in the specific academic discipline or functional area of the hiring department.
* Prior tutoring, mentoring, or teaching experience.
* Faculty recommendation in the subject area(s) to be tutored.
* Strong analytical, organizational, and problem-solving abilities.
* Ability to work independently with minimal supervision while also collaborating effectively as part of a team.

Required Qualifications:

* Must be a currently enrolled undergraduate student at Alabama A&M University.
* Minimum cumulative GPA of 3.0 and in good academic standing.
* Earned a grade of B or higher in the course(s) to be tutored.
* Strong interpersonal, communication, and organizational skills.
* Commitment to professionalism, responsibility, and confidentiality.
* Ability to manage multiple tasks, prioritize effectively, and work independently while collaborating as part of a team.

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Professionalism: The student will be able clearly explain complex concepts to peers with diverse learning styles.
* Career & Self-Development: The student will deepen their mastery of academic content areas, preparing for advanced coursework, graduate studies, or related careers.