Job Description:

Tutor for Montana Youth Challenge Academy/Learning Center:

Qualifications:

- Upperclassman in good academic standing
- Education Major is preferred
- Must be available for the 3 – 5 PM tutor shift, will work with MYCA cadets and students at Western in the Learning Center
- Mastery of course content in which tutoring is being provided
- Recommendation from each department and the department chair for content areas in which student is qualified to tutor
- Have a high level of responsibility, reliability, and punctuality
- Have good interpersonal communication skills and ease in relating to people from varying educational, cultural, and social backgrounds
- Conduct themselves in an appropriate manner and behavior professionally at all times
- Must accurately keep records of tutoring sessions
- Must regularly attend tutor meetings (one per block)
- Must offer assistance with additional duties as needed, for example, covering front desk, answering phones, organizing materials, performing other clerical duties, bulletin boards, window advertising, developing posters, classroom presentations
- Must maintain of student confidentiality

Tutors start at $9.00 an hour. After one year, given a satisfactory tutor evaluation and the completion of required tutor training each semester, the wage increases to $9.95.

Contact Brenden Kennedy at (406) 683-7143 or at Brenden.kennedy@umwestern.edu. Or come by the Learning Center (LLC 006).