

The Educational Resource Center
Point University
West Point, GA

FALL 2021 Job Descriptions
Traditional Academics

Math Tutor

All ER tutors are expected to:

- Facilitate learning and act as a guide to help the student become a successful independent learner.
- Maintain a consistent weekly schedule for appointments and walk-ins.
- Keep regular and accurate records of tutoring sessions using the appropriate forms.
- Exhibit excellent levels of responsibility, reliability, and punctuality.
- Exhibit appropriate and professional behavior at all times.
- Attend regularly scheduled staff meetings, tutor training, and other professional development activities.
- Must be patient and have a strong desire to help students.
- Identify and address study-skill needs in the context of tutor sessions.
- Communicate with ER director and faculty regarding specific tutoring needs of students.
- Maintain a 3.0 cumulative GPA and a 3.5 GPA in subject being tutored.
- Work between 8-10 hours a week.
- Provide at least one faculty recommendation in respective subject/discipline being tutored.