

CLUE Position Description  
Drop-In Tutor

<b>Salary:</b>	Undergraduates – \$12.80/hour; graduate students – \$17.45/hour; non-students with bachelor’s – \$13.50/hour
<b>Faculty / Staff Supervisor:</b>	Becca Herman, CLUE Assistant Manager

**Qualifications:**

- Strong GPA in tutoring application area and successful completing of introductory coursework within this discipline (see listed required courses below)
- Excellent communication skills
- Ability to be flexible in working conditions
- Ability to work independently in one-on-one and group instructional settings
- Active participant in University of Washington community
- Experience as a tutor, mentor, teacher, or coach preferred but not required

**Responsibilities:**

- Staff CLUE as a tutor during assigned hours
- Participate in CLUE staff meetings, training sessions, and other work-related events
- Provide tutoring in one-on-one, and small or large group settings, including exam reviews
- Work one or more “on-call” shifts per week
- Participate in outreach activities
- Other duties as assigned

Drop-In Tutors provide tutoring and supplemental instruction in support of regular academic programs. Tutor duties may include: one-on-one and group tutoring sessions, exam review sessions, and other duties as assigned. Most drop-in tutors work in one subject area, however if the tutor and supervisors agree, the tutor may work in multiple subject areas at once.

The CLUE Program hours of operation are 6:30 p.m. – 12:00 a.m., Sunday through Thursday. Drop-In tutors generally work between the hours of 7pm and 12:00am, with some exceptions. All tutoring activities are held in Mary Gates Hall during the academic year unless specifically scheduled and agreed to by tutors and employers.

**Required Courses**

Drop-In tutors in each discipline are required to have successfully completed these courses in their discipline:

Biology tutors – 180, 200, 220

Chemistry tutors – 142, 152, 162 (or concurrent enrollment in 162)

Foreign Language tutors – 100 and 200 level courses or native speaker

Math tutors – 124, 125, 126, 307 (preferred), 308 (preferred)

Physics tutors – 121, 122, 123 (or concurrent enrollment in 123)

**To Apply**

To apply for this position please submit a cover letter, resume, and current transcript to [clue@u.washington.edu](mailto:clue@u.washington.edu).