

CLUE Position Description
CLUE Session Tutor

Salary:	Salary for undergraduates is \$12.80/hour and for graduate students is \$17.45/hour
Faculty / Staff Supervisor:	Becca Herman, CLUE Assistant Manager

Qualifications:

- Recommended by faculty member teaching the course for which Instructor provides support
- Excellent communication skills
- Ability to be flexible in working conditions
- Ability to work independently in small and large group instructional settings
- Active participant in University of Washington community
- Worked as a TA or successfully completed course at UW (preferred)
- Undergraduate instructors must meet with CLUE Administrators prior to hiring

Responsibilities:

- Run supplemental discussion and review sessions for large lecture courses
- Participate in CLUE staff meetings, training sessions, and other work-related events
- Schedule discussion sessions and exam reviews with supervisor in a timely manner
- Maintain the set-up in designated classroom; shut down equipment and lights after session and reconfigure desks if moved
- Provide clear communication between faculty and CLUE staff members
- Other duties as assigned

CLUE Instructors provide supplemental instruction in support of regular academic programs. Instructors facilitate discussions, review course material, and provide other academic support for students enrolled in large lecture courses. CLUE Sessions are NOT to be used as course sections, nor should CLUE instructors teach new material to students. Each CLUE Session is to be run by one CLUE Instructor.

The CLUE Program hours of operation are 6:30 p.m. – 12:00 a.m., Sunday through Thursday. CLUE Session Tutors generally work between the hours of 6:30pm and 9:30pm, 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.

To Apply

To apply for this position, contact the professor teaching the course with which you hope to work and discuss your ability to conduct these sessions.