

CLUE Drop-In Tutor Position Description

Salary:	Your salary is based on the following two categories: 1) if you are an enrolled student then you are a Student Hourly Employee 2) if you are not a student then you are a Temporary Hourly Employee	
<i>Student Hourly Employee:</i>		
	Undergraduate Students (must enroll in 6 credits minimally)	\$13.33
	Graduate Students (must enroll in 4 credits minimally)	\$18.17
<i>Temporary Hourly Employee:</i>		
	Prior to completing a BA/BS	\$13.26
	Have a BA/BS, not in a graduate program	\$14.28
	Have a BA/BS, some graduate coursework completed	\$14.79
	Have an MA & beyond	\$17.85
Supervisor:	Adiam Tesfay, Assistant Director, ASP/CLUE	

Qualifications:

- Strong GPA in tutoring application area and successful completing of introductory coursework within this discipline (see listed required courses below)
- Excellent communication skills, dependable and reliable
- 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
- Be willing to sub or cover for fellow tutors on a regular basis
- 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. Drop-in tutors work in one subject area.

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, 237 (or concurrent enrollment in 237)
- CSE- 142 & 143 (326 or 373 recommended)
- Economics- 200, 201, 300, 301, 400 level ECON courses
- Foreign Language tutors – 100 and 200 level courses or native speaker

Math tutors – 124, 125, 126, 307, 308, (300 & 324 strongly recommended)
Physics tutors –121, 122, 123 (or concurrent enrollment in 123)
Statistics- 201, 220, 221, 311, 390, qmath

To Apply: please submit a cover letter, resume, and current transcript to clue@uw.edu.