



# UNIVERSITY OF MARYLAND

OFFICE OF MULTI-ETHNIC STUDENT EDUCATION

*Division of Academic Affairs*

*"High Standards. High Expectations. Excellence."*

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**Position Description:** Tutor

**Location:** Office of Multi-ethnic Student Education

**Purpose of Position:**

OMSE Tutors support the mission of the office by providing tutorial services to multiethnic undergraduate students in various academic disciplines. The position is designed to enable tutees to better comprehend lower level required courses and to support the successful academic development of program participants. Tutors serve as OMSE ambassadors, and demonstrate academic proficiency in their respective areas of tutoring.

**Qualifications:**

- Earned a grade of A in course(s) wanting to tutor
- Must have at least a cumulative GPA of 3.0 or higher.

**Skills Required:**

- Knowledge of subject matter and the ability to effectively communicate in their respective disciplines
- Applicants need good communication skills and must have the ability to work with students from diverse backgrounds and with varied skill levels.
- Patience and respect towards others

**Duties and Responsibilities:**

- Participate in a tutor Orientation session prior to meeting with tutees.
- Attend all training sessions and team meetings; notify Program Coordinator immediately if there is a scheduling conflict.
- Tutor undergraduate students who are registered with OMSE for tutorial assistance.
- Be prompt and available to provide tutorial assistance for all contracted time commitments; always be courteous and professional.
- Notify Program Coordinator (supervisor) at least 24 hours in advance (excluding emergencies) if unable to attend scheduled tutoring session.
- If you have a tutoring appointment, always be punctual and do not break appointments. If you must cancel or reschedule a session, inform your tutees as soon as possible before the session occurs.
- Provide effective tutorial services to students through the required hours set aside for tutorial assistance.
- Modify and develop your tutoring skills to meet individual tutee needs and to adjust to their learning styles.
- Complete and submit all required forms when they are due.
- Update your schedule and course information as needed.

**Note:** The number of hours you will work depends on your available hours, the courses you can tutor, and the number of students requesting tutoring for those courses. The tutor position may serve as a work-study job; therefore, let us know if you qualify for work-study through your financial aid package.