

Tutor
University at Buffalo, The State University of New York

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Posted Dec. 17, 2020, set to expire Apr. 18, 2021

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| Job Title | Tutor |
| Department | Office of University Preparatory Programs |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Dec. 17, 2020 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Educational Services |
| Job Website | https://www.ubjobs.buffalo.edu/postings/26695 |

Apply By Email

Job Description

As a tutor, you will be responsible for managing academic services pertaining to high school students in grades ninth through twelfth. You will work independently under direct guidance; perform tutoring duties with syllabus provided and meet periodically with the supervising counselor to determine students' progress and tutor effectiveness. You will be expected to foster an environment conducive to the academic, social, and personal development of students, as well as support the Upward Bound philosophy and reflect this in your interaction with students. This position will require independent judgment with minimum supervision. Responsibilities include but are not limited to:

- Providing tutorial assistance to high school students in small group settings covering all relevant topics in each respective curriculum.
- Working in conjunction with the instructor/teachers to remain abreast of the topics be covered
- Completing student tutorial logs, and data forms.
- Assist with monitoring students in regard to their academic performance, and contracting with them to work towards improvement.

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- Provide remedial and developmental assistance according to student needs.
 - Keep records of student attendance/behavior and provide weekly assessment of student progress.
- Participate in required training/workshops/meetings.

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the [http://buffalo.edu/University at Buffalo](http://buffalo.edu/University%20at%20Buffalo).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact