



Western Kentucky University  
Advising & Career Development Center

## **Tutor**

### **General Description:**

The Tutor works under the direct supervision of the Academic Advisor-The Learning Center. The position is responsible for providing undergraduate WKU students with the instruction and support necessary to achieve their educational goals. Tutors work in The Learning Center within the Advising & Career Development Center.

### **Primary Duties and Responsibilities:**

- Assess student study habits and show methods for improving study skills.
- Promote independent learning.
- Reinforce key concepts presented by instructors.
- Promote academic integrity.
- Perform other job related duties as assigned.

### **Essential Functions:**

- Ability to communicate effectively with faculty, staff, students, and guests of the university from diverse backgrounds.
- Ability to assess individual learning styles and promote appropriate learning strategies.
- Ability to maintain accurate records.
- Ability to maintain confidentiality.
- Ability to maintain an educational environment which encourages learning.
- Ability to make decisions and work independently.
- Ability to ensure policies and procedures are followed in all decisions.

### **Requirements:**

Applicant must be a currently enrolled undergraduate student at WKU with an overall GPA of at least 3.25. Applicants must have earned an “A” or “B” in each course they will tutor, in order to maintain tutor certification through the College Reading and Learning Association (CRLA).