

CAE ACADEMIC TUTOR

Division: Support Services

Department: Center for Academic Excellence (CAE)

Experience: Entry-level

Job Code: FWSCAETUTOR

Supervisor/Reports To: Lori Hypes **Start Date:** 8/1/2025

Conduct tutoring and study sessions for undergraduate students in the Center for Academic Excellence. Ideal for students with excellent communication skills and strong academic performance.

Responsibilities and Career Competencies:

1. Maintain a positive and effective learning environment during shifts – P, L, CTR
2. Work independently and effectively – P, CT, T
3. Maintain confidentiality, be punctual, communicate changes in work schedule in advance, dress appropriately for the work environment – P, CT, C, TW, T
4. Effectively communicate skills and availability in application materials – CT, C, CSD
5. Provide academic support to students throughout the semester – C, CT, L, P
6. Conduct face-to-face tutoring sessions with individuals and groups – C, CT, L
7. Set realistic goals for tutoring sessions and follow up on progress – C, CT, L, P
8. Assist student-athletes with academic requirements – C, CT, L, P
9. Execute specific plans created by the Athletic Coordinator – TW, C, P
10. Document and submit students' progress to CAE staff – T, C, CT, P
11. Maintain accurate records and data after each session – P, L, C, CSD, T
12. Assist with developing marketing and learning materials – CSD, C, CT, CTR, L, P, T
13. Create and submit videos, print materials, and online content – CSD, C, CT, CTR, L, P, T
14. Professionally represent the CAE – CSD, C, CT, CTR, L, P, T
15. Interact with faculty, staff, and campus constituents – CSD, C, CTR, L, P, T
16. Represent CAE at various events – CSD, C, CT, CTR, L, P, T
17. Maintain a positive mindset and respect student confidentiality – CSD, C, CT, L, P, T
18. Remain open to evolving needs of the CAE – CSD, CT, CTR, L, P, T

Competencies/Skills: Career & Self-Development (CSD), Communication (C), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Professionalism (P), Technology (T), Teamwork (TW)

Preferred Skills: Word, Excel, PowerPoint, Connecteam, Canvas, social media, outstanding written and verbal communication.

Work Schedule: Flexible based on tutoring assignments and CAE needs.

Work Conditions: Normal office and tutoring environments.

Physical Demands: Keyboarding, sitting for extended periods.

Number of Positions: Varies

Pay Rate: \$10.5/hour

Location: CAE Office

To Apply: Complete required sections of the application and upload resume.

Application Notes: Resumes and applications will be reviewed to determine if you meet the required qualifications. Qualified candidates will be reviewed to identify the top group. The University of Pikeville is an equal opportunity employer committed to diversity. Inquiries may be directed to the Title IX Coordinator at 606-218-5216.

Education Requirements:

Current undergraduate student in good academic standing with a cumulative GPA of 3.0 or higher preferred. Completion of relevant coursework in subject area to be tutored.

Skills Requirements:

Strong written and verbal communication skills, professionalism, ability to work independently and as part of a team, organizational skills, time management, patience, and willingness to learn new tools and approaches. Experience with Word, Excel, PowerPoint, Connecteam, Canvas, and social media is preferred.