

Student Employee Position Description

Employee Title: Academic Tutor

GENERAL POSITION INFORMATION

Position Title:	Tutor
Position Start Date:	☒ Specific Date: 9/15/2025 ☐ As soon as possible
Note: Hires are based on need in any particular quarter. Your application will be kept on file and reviewed on a quarterly basis pursuant to need in Services for Student- Athletes.	
Position End Date:	☐ Specific Date: Click or tap to enter a date. ☐ End of academic year ☒ Unknown
Is this position eligible for reappointment or extension?	Yes
Department, Unit, or School:	John E. Jaqua Academic Center Services for Student Athletes
Supervisor (if known):	Paige Haagen
Supervisor contact information (if known):	phaagen@uoregon.edu
Work Location(s):	John E. Jaqua Academic Center
Expected hours each week/month:	Up to 10-25 hours/week
Hourly Compensation:	Undergraduate: \$16.50/hr- Graduate \$17.50/hr

POSITION DETAILS

Program Information:	https://ssa.uoregon.edu/academics.php "Services for Student Athletes strives in providing NCAA mandated academic support for student-athletes. This is accomplished by the combination of academic advising, tutoring, specialized support, and lab based learning environments. These services are aimed to support the rigor of upholding success academically and athletically. These services are backed by our passionate and committed staff that will always have an open door and ear for students to reach out to. We are committed to empowering our student-athletes and helping them find success both on and off the field."
Minimum Qualifications (include all required certifications or trainings):	1. Junior or senior undergraduate; graduate student. 2. A cumulative GPA of 3.0 or above. 3. Undergraduate students must be enrolled in 8 credit hours per term, graduate students must be enrolled in 4 credits per term. 4. Must be responsible and professional. 5. Must have excellent communication skills.

Preferred Qualifications (if applicable):	Experience as a tutor or teacher, or interest in pursuing a career in education is preferred, but not required.
---	---

ESSENTIAL DUTIES OF THE POSITION

Duties

Academic tutors work in conjunction with SSA staff in communicating and documenting student-athlete progress to academic advisors, learning specialists, and athletic department personnel. Tutors must attend mandatory training meetings with SSA learning specialists and the tutor coordinator each term. The ideal candidate is a graduate student with previous tutoring experience with an above average knowledge of the subject they are wishing to tutor. Undergraduates with these same qualifications will be considered as long as they hold a junior or senior status. Qualified candidates will have attained at least junior standing, a cumulative GPA of 3.0 or above, have good communication and interpersonal skills, and have detailed knowledge of a specific subject area and/or a broad knowledge of many general education areas.

SSA tutors facilitate required and voluntary educational sessions with individuals and small groups of student-athletes. Tutors facilitate study groups and midterm and final exam review groups in their areas of expertise when appropriate. Tutors have scheduled weekly meetings with targeted student-athletes, such as freshmen and student-athletes in academic jeopardy (low GPA), for 50-minute sessions. In addition, tutors are available for student-athletes who come in voluntarily, as well as drop-in sessions. Tutors will primarily work independently, and will be expected to actively communicate with SSA staff.

Tutors are required to maintain records for all appointments through an online reporting system. Tutors are responsible for keeping their appointments and study sessions productive and learning-focused. Tutors will participate in training sessions throughout the year, and work closely with the staff and other tutors as part of an interactive team. Tutors are expected to be proactive in communicating with SSA learning specialists and academic advisors about scheduling, tutoring, and student-athlete related matters. Tutors must be flexible to weekly schedule changes due to student-athlete travel, etc., and have an availability of at least 10 hours per week.

SCHEDULING

How often are schedules published?	Per term
If “other”, please describe:	Applicants must have a flexible schedule, as schedules may change due to student-athlete travel, practice changes, etc.
When are schedules published?	Friday of week 1 of the term
Scheduling Window: <i>When students may be scheduled to work:</i>	Week 2-10 of the term (finals week is optional) 8:00am- 9:00pm
Required Shifts (if applicable):	Click or tap here to enter text.
Dates/Times of Mandatory Trainings or Orientations (if applicable):	Mandatory Orientation- scheduling TBD
Is this position eligible for a flexible schedule?	No

If yes, flexible schedule details:	Click or tap here to enter text.
Is this position eligible for a remote schedule?	No
If yes, type of remote schedule:	Choose an item.
Work during academic breaks (Thanksgiving break/Winter break/Spring break):	No
Work during summer term:	Yes - Optional
Other scheduling notes:	Click or tap here to enter text.

STARTING REQUIREMENTS	
Trainings or certifications that must be completed prior to beginning work:	Online and in-person orientation required.

Additional Position Information	
Reappointment Process (if applicable):	Between terms, the supervisor will re-offer positions for the following term (if applicable).
After-hours communication required?:	No

This position is included in the [University of Oregon Student Workers union](#).