The University of Southern Mississippi  
Department of Residence Life  
Student Academic Tutor  
2017-2018 Job Description

The position of Student Academic Tutor (SAT) within the Department of Housing and Residence Life is a live-on campus position. The SAT is responsible for providing academic support for predominately first-year students who live in the residence halls. The SAT works under the immediate direction of the Coordinator for Academic Initiatives and Assessment.

**Duties and Responsibilities**

1. **ADMINISTRATION**
   a. Submit daily tutoring forms weekly after each tutoring shift to document each student you provide academic support to.
   b. Submit red flag reports for any resident who you may have a concern about.
   c. Complete all payroll responsibilities accurately and on time.
   d. Assist in the recruitment and selection of academic tutors for the following year.
   e. Attend and participate in monthly staff training/meetings.
   f. Attend and participate in monthly one-on-one meetings with the Coordinator for Academic Initiatives and Assessment.

2. **COMMUNICATION**
   a. Assist students with academic issues and provide the necessary referrals to campus academic support services.
   b. Be familiar with the functions of and opportunities available through campus academic support services.
   c. Consistently communicate with residents in the assigned building(s).
   d. Must maintain confidentiality with all conversations and sensitive information possibly provided through the position. The Coordinator will provide more detail into what is acceptable and not acceptable during training.

3. **PROFESSIONALISM**
   a. Serve as a role model for first-year students.
   b. Must maintain a professional dress attire while meeting with the tutees. The tutors are expected to wear their SAT shirt provided to them.

4. **PROGRAMMING**
   a. Successfully coordinate and facilitate at least two (2) social gatherings per semester for all first year students in the assigned building.
   b. Attend the opening floor meeting each semester in your assigned building.
Qualifications

1. The Student Academic Tutor candidate must possess a 3.0 cumulative Southern Miss grade point average, as determined by the Registrar’s Office at the University of Southern Mississippi, before completing an application for the position. At least a 3.0 cumulative grade point average must be maintained throughout employment to be in good standing.
2. Must be an enrolled full-time student at The University of Southern Mississippi.
3. The Student Academic Tutor must be classified as at least a junior or senior (must have completed at least 60 credit hours) at the time of appointment.
4. Must be able to work for the fall and spring semesters.
5. Must live on campus during the time of your employment.
6. Must be in good standing with the Department of Housing and Residence Life and the University.

Contracts

The Student Academic Tutor contract is for one (1) academic year (Fall and Spring), which begins prior to the residence halls opening each semester. SATs will be paid for up to twenty (20) hours a week through either work-study or a wage of $8/hour. The Student Academic Tutor will be required to work as a tutor a minimum of twelve (12) hours a week.

Restrictions

The following restrictions apply:
1. A Student Academic Tutor cannot hold concurrent employment anywhere on campus.
2. The Student Academic Tutor cannot hold concurrent employment as a Resident Assistant or as a Student Academic Mentor.