



Applications will remain open and will be reviewed as they are received. Please complete the student workers application on the web page and return it to CESL office 100, Fax: 621-9180 or cesl@email.arizona.edu

Position description A tutor will work individually with an individual student according to agreed upon linguistic goals. Content focus may include English language, grammar, pronunciation, writing, reading, study skills development, etc. Flexible scheduling desired. Compensation according to actual tutoring sessions completed up to \$16.50 an hour.

Requirements

- Near-native English language proficiency
- B.A. or B.S. Degree or at least senior year standing at UA
- Educational training in English, Applied Linguistics, or Foreign Language or Basic TEFL Certificate
- Language tutoring experience
- Registered as a full-time student at UA
- Willingness to enhance and expand students' English language abilities and knowledge of grad life
- Awareness of importance of students speaking English at all times
- Willingness to assist in the acculturation process

Preferred

- Foreign or second language experience
- Experience working with international students

Additional Tutor Responsibilities

Signing of mutual agreement at start

Tutor student per agreement

24 hour mutual notification of cancellation with rescheduled appointment occurring within one week*

Inform ADAA of location or time changes.

Current full-time CESL students limited to 10 hours tutoring/week *

No-shows by student—tutor receives compensation for 15 min. wait

No-shows by tutor—reschedule. Third time missing and not rescheduling, termination

Tutors who are CESL teachers may not tutor students currently enrolled in their own classes.

Current CESL teachers who tutor will be paid via supplemental compensation according to current CESL tutoring rate and may not exceed supplemental compensation limitations.

CESL rooms may be used for tutoring sessions. Reserve space through Meeting Maker.

Tutoring sessions must not disrupt regular CESL classes or office work.

Both parties must abide by university code of conduct policies.

Maintain log of tutoring sessions. Submit copy with time sheet and copy to student.

No compensation paid if tutoring log or time sheet is not submitted.

Use of CESL materials, space, labs, or equipment may only be used for tutoring purposes. Reserve space on Meeting Maker.

Tutor will receive 1 hour compensation for any student who defaults entirely on tutoring agreement.

Changes of tutees permitted only with the approval of ADAA.