AUBURN
Human Resources

Athletics Tutor

Job Description

JOB INFORMATION

Job Code	NA26
Job Description Title	Athletics Tutor
Pay Grade	SRUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/20/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Provides ongoing academic support, study skills development, and encouragement for academic success to student-athletes through individual or small-group sessions for proactive or remedial purposes. Serves as a subject-matter resource.

RESPONSIBILITIES

- Provides individual or small group instruction to improve academic performance and prepare for academic tests.
- Provides feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence.
- Teaches students study skills, note-taking skills, and test-taking strategies.
- Reviews class material with students by discussing text, working solutions to example problems, or reviewing worksheets or other assignments.
- Assesses student’s progress throughout tutoring sessions.
- Complies with all relevant NCAA, SEC, and Auburn University policies and procedures in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Knowledge and education within the subject or field that is being taught	and	0 years of	Experience tutoring or advising students in an individual or group setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.	
Knowledge in the subject area that is being taught.	
Skills in selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			Up to 10 pounds
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.