**IBAN TUTORING**

**Position Description**

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| **General Description** | IBAN Tutors provide academic support in various subjects, utilizing their skills and higher grasp on various subject matters. A tutor’s foremost goal is to identify the source of a student’s academic difficulty, and then subsequently direct them toward assistance within those respective courses. An IBAN Tutor should have base skills in organization, verbal and written communication, basic grasp of technology, time management, and experience working with youth. The position will be one-two hours per week during our open sessions. |

**Duties include but are not limited to:**

* Working with students at the gym or online (Math, Writing, Reading), meeting with them individually to assist them through their assignments.
* Communicate effectively with tutees about their academic needs.
* Respect confidentiality in all appropriate aspects of tutoring.
* Log and run simple front desk tasks at the gym (sign in students, answer phone if needed, etc.)
* Attend training sessions at the beginning of the session on how to be the best tutor possible.
* Meet with IBAN staff to discuss expectations of responsibilities
* Assist with marketing tutoring to students.
* Manage data entry after/before tutoring sessions.

**Requirements:**

* Tutoring experience
* Must complete a tutor application and become acquainted with the tutor job description
* Required 3.0 cumulative GPA and good academic standing if still in school, or degree from accredited university
* Dedication to helping students
* Open to learning about other cultures, ethnicities, lifestyles, and backgrounds
* Able to participate in training listed above
* High level of patience and sincere desire to share your academic successes and abilities
* Must have a professional attitude and an ongoing sense of responsibility, pride, and enthusiasm for the overall tutorial program.
* Two references

**If you have any questions please contact Stephanie Wild (**[**stephwild.iban@gmail.com**](mailto:stephwild.iban@gmail.com)**), Interim Executive Director at IBAN.**