



Tutor (may also serve as Peer Mentor)

The NAU Career Office is looking for NAU Students to serve as Tutors in the areas of English, Math, General Computer Science, English, Science.

Job Title: Tutor

Rate of Pay: \$10.00 per hour

Hours/week: Fall - Up to 11 hours/week based on active tutoring sessions.

Employment Period: Fall 2021

Duties and Responsibilities:

- Advise and refer students to appropriate university resources.
- Develop and maintain relationships with and provide assistance and support for first-year students
- Required weekly meetings with mentees (if assigned);
- Ability to work closely with assigned Senior Peer Mentor;
- Help students with assignments during tutoring sessions;
- Complete weekly documentation;
- Ability to work closely with a diverse group of individuals

Minimum Job Requirements:

NAU student who has completed at least two academic semesters. Freshman need not apply.

3.0 Cumulative GPA in field tutoring in.

Must be a NAU student in good standing

Knowledge and Skills Required:

- Must be dependable, punctual, professional, and able to maintain confidentiality regarding all office matters.
- Attention to detail and be well organized.
- Works well in groups and independently.
- Experience with Microsoft Office 2010, including Outlook, Word, and Excel.

To Apply: Send a resume and cover letter to hr@na.edu by September 30, 2021

All eligible applicants will be considered.

North American University is an Equal Opportunity/Affirmative Action employer. NAU is committed to the principle of equal opportunity in education and employment, and it is the policy of the University to recruit qualified individuals of diverse backgrounds to its faculty, staff, and student body. NAU does not discriminate against individuals on the basis of race, color, religion, sexual orientation, gender identity, national origin, ethnic origin, age, disability, or veteran status in its admission policies, educational programs, or employment of faculty and staff.