

Description of Duties Form for Tutors

Tutor Name: _____

Quarter: _____ Supervisor: _____

Use the list below to designate required job duties and responsibilities that are being assigned to the Tutor for this appointment, and where applicable, provide additional detail.

_____ Perform individual tutoring

_____ Perform group tutoring

_____ Preparation

_____ Supervisor/Tutor meeting _____ hour(s) per week

_____ Hold _____ office/lab hours per week to respond to student questions

_____ Attend scheduled lectures/labs. If required, complete the following:

Course/Lab Title and #: _____

Course/Lab Location: _____

Course/Lab Day/Time: _____

_____ Perform other Tutor tasks as assigned. Please list and describe here or attach additional page.

Assigned Workload Maximum

Assigned workload is measured by how many hours the relevant unit reasonably expects that a Tutor needs to satisfactorily complete the work assigned. Tutors must not be assigned a workload of more than 20 hours in any one week or assigned to work more than 8 hours in any one day.

Tutors shall be paid for any assigned tutoring timeslot that they are required to be present for regardless of whether any tutees actually attend the session.

To be issued 30 days prior to the beginning of the appointment or as soon as possible
cc: Employment File