

Tutoring Administrative Intern - Fall 2017

Description: The Tutoring Administrative Intern will work with the Learning Centers Tutoring Program and conduct in-class announcements to promote the tutoring program, attend faculty office hours to share tutoring information, acquire course syllabi for use by tutors and program director, maintain database of tutor textbooks, tutor roster on Canvas, and create/maintain calendar of significant information regarding courses.

Location: Cook Douglass Learning Center, Loree 124

Start Date: Fall 2017

Hours: 5-7 hours/wk flex

Responsibilities: Conduct in-class announcements to promote the tutoring program, attend faculty office hours to share tutoring information, acquire course syllabi for use by tutors and program director, maintain database of tutor textbooks, tutor roster on Canvas, create/maintain calendar of significant information regarding courses, and other duties set forth by the Director of Tutoring.

Qualifications/Requirements:

- 2nd or 3rd year student
- Outgoing, Good communication skills

Major: Liberal Arts Major

Additional Information:

- Candidates are encouraged to seek college credit
- This is an unpaid internship

To apply: Submit a resume and cover letter on our website at rlc.rutgers.edu/intern

Contact: Mary Ann Cancio, Director of Tutoring

Phone or Email: macancio@echo.rutgers.edu

Application Deadline: September 1, 2017