Tutoring Program Administrative Intern (undergraduate) – Fall Semester 2018

Description: The Tutoring Program Administrative Intern will play an active role in the administrative duties of the Learning Centers’ tutoring program. Under the supervision of the Director of Operations and Direct Academic Support, the intern will assist in the coordination of the tutoring program.

Location: Douglass Campus

Start Date: Fall 2018

Hours: 5-10 hours per week

Responsibilities:
- Conduct in-class announcements to promote tutoring program
- Attend faculty office hours to share tutoring information
- Acquire course syllabi for use by tutors and program director
- Create/maintain calendar of significant information regarding courses
- Maintain database of tutor textbooks, tutor roster on Canvas, etc.
- Assist in other administrative support as needed for the tutoring program

Qualifications/Requirements:
- 2nd or 3rd year student
- Outgoing, good communication skills

Major: Liberal Arts majors preferred

Additional Information:
- Candidates are encouraged to seek college credit.
- This is a part-time unpaid internship.
- A computer station is available to use for completing internship projects and tasks.
- Candidates should uphold a positive attitude under pressure, display a strong work ethic, and enjoy working with a wide range of staff needs.

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

Contact: Mary Ann Cancio

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Application Deadline: April 15, 2018