

Academic Tutor Job Description

- Arrange a meeting with assigned students, this meeting can be done once or twice a term
- Aid students in thinking productively about their academic journey, as well as personal and professional development. Attendance, grades, work and careers, are some of the themes discussed
- Enthusiastically nurture engagement with tutees
- Get to individually know your tutees so you can write references
- Encourage tutees to Work hard at their studies and take a proactive position in determining their experience of Higher Education
- Help them take advantage of opportunities that will help them develop practical and scholarly skill.