



Are you looking for a job where you can serve in the surrounding community while working around your busy schedule? If so, being a STEM Club Tutor might be right for you!

We hire both work-study and non-work-study students. Our tutoring program works with the Honors program as leadership related experiential learning, with optional transcript credit. Additionally, there is an opportunity for a \$1000 scholarship with the GrowIndiana AmeriCorps program.

Each tutor will work at one of the 25 locations provided by STEM Club, and will commit between eight and twenty hours each week. Each tutor's schedule will be set and will be determined by availability, site needs, and desired scheduling. Additionally, each tutor will automatically be a member of the STEM Club Student Organization.

Qualifications

To work in the STEM Club program, you must have a GPA of 2.5 or higher. A solid understanding of basic math functions is a necessity and prior experience working with youth or in a community-based setting is preferred.

The ideal STEM Club Tutor works well with a team of other staff members has excellent communication skills amongst a wide variety of people, as he will be working with children from economically and socially diverse backgrounds. This person is punctual, responsible, and flexible. Because this person works with younger students, it is imperative that s/he be patient, empathetic, and willing to try new ways of learning.

Duties

As a STEM Club Tutor, you will be required to fulfill the following responsibilities:

- Attend Initial program orientation at IUPUI. There is the possibility of additional paid special activity training sessions.
- Coordinate activities with STEM Advisor, attend workshops, and submit paperwork in a timely manner.
- Plan and implement enrichment activities, where you will be working with a small group of STEM Scholars on, some examples will be provided by the STEM Advisor workshop series. Assist STEM Scholars with homework and other areas where they are needing tutoring in.
- Provide one-on-one or group tutoring at your designated site, in the area which you are qualified in.
- Help maintain communication between the STEM Advisor and students when they arrive and what services you provided during the tutoring session.

- Weekly meetings/ correspondence with the STEM Advisors, along with documentation on what the services were during tutoring and how long the student stayed at the tutoring session.

Supervision

STEM Club Tutors should be able to complete the necessary tasks with minimal supervision. Direct supervision will be provided by the STEM Club Staff. Scheduling and payroll, on the other hand, will be conducted by the IUPUI STEM Club Coordinators.

Compensation

Wages are competitive and will be based upon experience.

Contact

If you need further information or would like to apply to the STEM Club program, please visit the STEM Club website, <https://stemclub.usg.iupui.edu/>. You may also email us at stemclub@iupui.edu.