**Description of Duties Form for Tutors**

ASE 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/ASE(s) meeting \_ hour(s) per week

Hold \_\_\_\_\_\_\_ office/lab hours per week to respond to students’ 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.

A Tutor shall not be assigned a workload of more than 40 hours in any one week or assigned to work more than 8 hours in any one day.

To be issued 30 days prior to the beginning of the appointment or as soon as possible

 cc: Employment File