The Academic Tutor Program (ATP) provides free tutoring services to Harvard Summer School students. Academic Tutors work with high school, college-age, and adult students across a wide range of subjects. They assist students in the learning process by reviewing subject matter, clarifying concepts, helping to prepare for exams, and sharing their expertise in their field of study. Tutors also work with students in developing critical academic skills such as time management, effective note-taking, and reading comprehension.

Responsibilities
- Schedule one-on-one appointments and facilitate study groups
- Keep an up-to-date roster of all tutees
- Attend orientation and staff meetings
- Maintain a calendar of course assignments and upcoming exams
- Direct students to other academic support resources on campus, as appropriate

Requirements
- Must be a current or recent undergraduate or graduate student of Harvard University
- Demonstrated proficiency in the subject matter you wish to tutor
- Comfort working with secondary school, college-age, and adult learners
- Ability to work well with a diverse student body and staff
- Previous teaching or tutoring experience preferred
- Finalists receive a conditional offer of employment pending the outcome of criminal (CORI) and sex offender (SORI) background checks

The Summer School seeks tutors with a strong academic record as well as the patience and desire to help others learn difficult material in a fast-paced environment. Most requests for tutoring fall within the sciences, social sciences, math, and languages.

Undergraduates earn $14/hour, while graduates earn $16/hour for each hour of tutoring. Hours are flexible; full and part-time positions ranging from 10-40 hours/week are available. Harvard Summer School is in session from June 18, 2016 - August 6, 2016.

Qualified applicants should complete the electronic application at atp.summer.harvard.edu. Strong candidates will be invited to interview beginning in February. Any questions about the application or the Academic Tutor Program in general should be directed to Sheehan Scarborough at scarborough@g.harvard.edu, with the subject line "ATP Inquiry."

Deadline: Monday, April 25