HARVARD UNIVERSITY
FACULTY OF ARTS AND SCIENCES

SUMMER SCHOOL
51 Brattle Street
Cambridge, Massachusetts
02138-3722

Job Posting - Harvard Summer School Academic Tutor

HSS annually welcomes 7,000 students to the Cambridge campus for intensive course work in sessions of varying length over a seven-week summer term. The student body is traditionally composed of 1,000 residential college-age and older students; 2,000 residential high school students enrolled in selective-admissions programs; and 4,000 students living off campus, either enrolled in online courses or commuting to classes on campus. Thirty percent of Summer School students are international.

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 with tutees
- Organize study groups and weekly review sessions
- Keep an up-to-date roster of all tutees
- Follow up with students weekly
- Attend all orientation and staff meetings
- Maintain a calendar of course assignments and upcoming exams
- Direct students to other academic support resources on campus, as appropriate

Qualifications

- Demonstrated proficiency in the subject matter you wish to tutor
- Excellent verbal communication skills
- Strong time management and organization skills
- 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
- Current and recent Harvard undergraduates and graduate students are 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. Applicants pursuing a career in teaching, as well as Harvard Teaching Fellows, are encouraged to apply.

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. Must be available for the entire summer session, from Saturday, June 23, 2018 - Saturday, August 11, 2018.
Qualified applicants should complete the electronic application at atp.summer.harvard.edu/jobs and email a current unofficial transcript to atp@g.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 emailed to atp@g.harvard.edu, with the subject line “ATP Inquiry.” Application opens January 22.

Sample Harvard Summer School courses:
BIOS S-10, Introduction to Biochemistry
BIOS S-12, Principles/Molecular Biology
BIOS S-50, Neurobiology
CHEM S-1AB, General Chemistry
CSCI S-1, Computer Science with Java
CSCI S-111, Intensive Introduction to Computer Science with Java
ECON S-10A, Principles of Economics: Microeconomics
ECON S-10B, Principles of Economics: Macroeconomics
MATH S-1A, Calculus I
MATH S-1B, Calculus II
MATH S-1AB, Calculus I and II
PHYS S-1A, Principles/Physics: Mechanics
PHYS S-1B, Principles of Physics
PSYC S-1, Introduction to Psychology
STAT S-100, Introduction to Quantitative Methods
STAT S-102, Fundamentals of Biostatistics