

## About Us

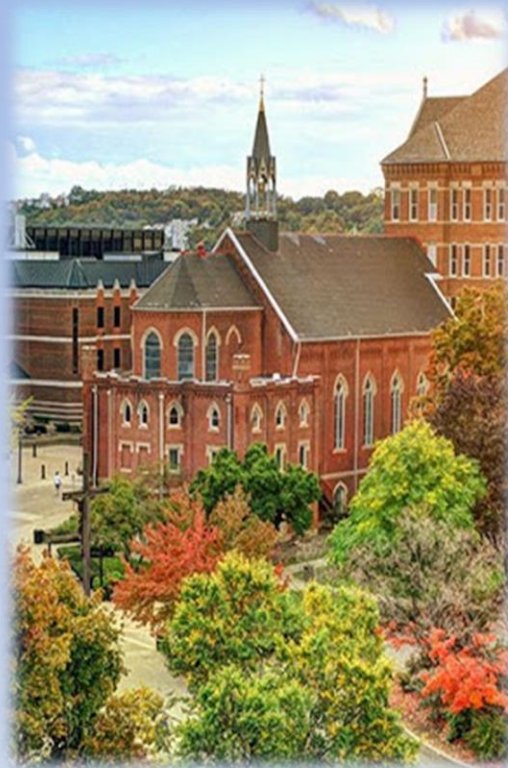
The Michael P. Weber Learning Skills Center offers a free tutorial service for Duquesne students provided by trained and supervised tutors in most subject areas.

We also offer tutoring assistance to students preparing for future courses and for those who want to enrich their knowledge in a particular subject area.

In addition, a comprehensive study skills program is available to help develop and enhance learning abilities as well as assist students experiencing academic challenges.



## Contact Us



Individuals interested in becoming a tutor should contact:

**Karishma Moazzam**

Assistant Tutorial Supervisor

412-396-6027

[ats@duq.edu](mailto:ats@duq.edu)

Ground Floor, Administration Building

## Tutoring Job Opportunities



**Michael P. Weber  
Learning Skills  
Center**

## Benefits

Tutoring is a great way to earn extra money and reinforce material from subjects you have previously taken.

As a MPWLSC Tutor, additional benefits include:

- Flexible work hours
- Opportunities to gain professional experience
- Professional references to support future employment searches
- A feeling of accomplishment and satisfaction from helping others
- Chances to network



## Requirements

As a tutor, you must have:

- Sufficient knowledge of your subject area
- Interpersonal skills
- Maturity and professionalism
- Time management and organizational skills
- A professional reference
- No other campus job\*

**\*You are only allowed one on-campus job. Tutoring at the MPWLSC is not considered work study.**

## Responsibilities

As a tutor, you will:

- Assist students with coursework in your respected subject areas
- Document each tutoring session
- Meet with instructors
- Attend trainings
- Report bi-monthly supervisory meetings



## How to Become a Tutor

Becoming a tutor is a four step process:

### 1. Pre-Screen:

Meet with Assistant Tutorial Supervisor and complete paperwork

### 2. Tutor Seminar:

Review job expectations

### 3. Course Selection:

Select courses in which you are interested in tutoring

### 4. Final Interview

**Please bring a resume and unofficial transcript to course selection.**