

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 undergraduate and graduate students are preferred
- Finalists receive a conditional offer of employment pending the outcome of criminal (CORI) and sex offender (SORI) background checks and other requirements

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 22, 2019 - Saturday, August 10, 2019.

Applicants can find more information, including instructions on how to submit the online application and a current unofficial transcript, at opportunities.summer.harvard.edu/tutor. Strong candidates will be invited to interview beginning in April. Any questions about the application or the Academic Tutor Program in general should be emailed to atp@g.harvard.edu, with the subject line "Tutor Inquiry."

Application opens February 2019.

Sample Harvard Summer School subjects and courses:

Anthropology

- Global Health and Social Medicine
- Social Anthropology
- Human Evolution

Biology

- Molecular and Cellular Biology
- Organismic and Evolutionary Biology
- Introduction to Biochemistry
- Neurobiology
- Stem Cell and Regenerative Biology
- Neuroscience

Chemistry

- General Chemistry
- Principles of Organic Chemistry
- Intensive Organic Chemistry
- Chemistry in Context

Computer Science

- Java
- Python
- Introduction to Data Science
- C++
- Internet of Things
- Game Development

Economics

- Principles of Microeconomics
- Principles of Macroeconomics
- Introduction to Econometrics
- Managerial Economics

Government

- Introduction to American Government
- Introduction to Political Philosophy
- Introduction to Comparative Politics
- The Future of War
- Political Communication
- Political Economies

Languages

- Chinese
- Greek
- Italian
- Japanese
- Russian
- Spanish

Math

- Precalculus
- Multivariable Calculus
- Mathematical Modeling
- Linear Algebra and Differential Equations
- Introduction to Proofs

Physics

- Introduction to Theoretical Physics
- Principles of Physics: Mechanics
- Principles of Physics: Electromagnetism, Circuits, Waves, Optics, and Imaging
- Nanoscience
- Analog and Digital Circuit Design

Philosophy

- Introduction to Philosophy
- Deductive Logic

Psychology

- Introduction to Psychology
- Law and Psychology

Sociology

- Society and the Individual
- Globalization and Justice
- Inequality in America

Statistics

- Introduction to Quantitative Methods
- Fundamentals of Biostatistics