**Vacancy Announcement: Tutor for Student Affairs and Support Center**

**Position:** Tutor
**Department:** Student Affairs and Support Center
**Location:** Inha University in Tashkent campus
**Application Deadline:** Open until filled

**About the University:** Inha University in Tashkent is a renowned institution committed to offering high-quality education and holistic student support. The Student Affairs and Support Center plays a vital role in helping students succeed academically, personally, and socially. Our goal is to create an environment where students feel supported, engaged, and empowered.

**Job Description:** We are seeking a **Tutor** for the **Student Affairs and Support Center**. This unique role combines academic tutoring with mentorship and team leadership. The successful candidate will be responsible for guiding students through their academic journey, offering personalized mentorship, and leading small student groups to foster teamwork, collaboration, and a sense of community.

**Key Responsibilities:**

* **Mentoring:** Provide ongoing academic and personal support to students, helping them navigate challenges both inside and outside the classroom.
* **Team Leadership:** Lead and support student groups, fostering teamwork, collaboration, and peer support among group members.
* Conduct one-on-one and group tutoring sessions, assisting students with course material and academic skills development.
* Encourage a positive, inclusive, and growth-oriented environment within the student community.
* Help students with study strategies, time management, exam preparation, and effective communication.
* Serve as a role model and provide guidance on academic success, career planning, and personal development.
* Coordinate with faculty and staff to identify students in need of support and facilitate their involvement in mentoring or tutoring programs.
* Organize and lead workshops or events focused on skill-building, academic success, and personal growth.

**Qualifications:**

* Bachelor's degree in a relevant field.
* Strong command of the English language is required.
* Previous experience in mentoring or tutoring is essential for this role.
* Excellent communication and leadership skills.
* Ability to work with diverse groups of students and create a supportive, team-oriented environment.
* Patience, empathy, and a genuine passion for helping students succeed.
* Strong organizational skills and ability to manage multiple responsibilities.
* Ability to inspire and motivate peers and fellow students.

**How to Apply:** Interested candidates should submit the following documents to hr@inha.uz

* A current resume/CV.
* A cover letter outlining your motivation for applying, your approach to mentoring, and any relevant experience.

**Candidate Requirements:**

* Bachelor’s or Master’s degree
* experience in student services, or a related field is an advantage
* Original degree certificate, academic transcript, and other supporting documentation.

**Other Notes:**

* All application documents are non-returnable.
* Background checks will be conducted for all shortlisted candidates.
* Offers may be withdrawn if submitted documents are found to be falsified.

Inha University in Tashkent is an equal opportunity employer and encourages applicants from all backgrounds to apply.