# UPchieve Tutoring Virtual Tutor

Description of Position

UPchieve is a nonprofit that provides free, 24/7 online tutoring and college counseling to low-income middle school and high school students. Its mission is to democratize access to academic support so that all students have an equal opportunity to finish high school, attend college, and achieve upward mobility. As an Academic Coach, you will support students remotely through UPchieve's online platform in a range of subjects, including math (pre-algebra through calculus), the sciences (biology, chemistry, and physics), reading and writing, English, U.S. history and social studies, and college prep (SAT/ACT and college essay review). Because students request help around the clock, shifts are flexible and scheduled around your availability, with a commitment of roughly 5–10 hours per week. The role is fully remote, and we provide training and feedback to help you get started.

The student will report to the Liberty University Federal Work Study Coordinator and the UPchieve Program Supervisor. Students hired for this position will be employed by the Liberty University Financial Aid Office.

Liberty University
1971 University Blvd
Lynchburg, VA 24515

UPchieve Tutoring
Virtual Tutoring
https://upchieve.org/

Job Responsibilities

- Tutor students one-on-one through UPchieve's virtual classroom, which pairs a single student with a single coach and provides a text-based chat and a shared whiteboard.
- Get certified in three or more UPchieve subjects and provide academic support in those subjects (subjects span math, science, reading and writing, English, social studies and history, and college prep).
- Complete UPchieve's tutor training and apply feedback to provide encouraging, student-centered support — no prior tutoring experience required.

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 5 to 10 hours of work availability per week
- Access to reliable internet access, computer, and private work area
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service
- Able to get certified in at least three UPchieve subjects (e.g., math from pre-algebra through calculus; biology, chemistry, or physics; reading and writing; English; U.S. history and social studies; or SAT/ACT and college essay prep)

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 3.0 or higher

Pay Rate: $16.23 per hour

Length of Employment: Immediate start, lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the UPchieve supervisor on an annual basis. Summer employment opportunities may also be available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://liberty.wd5.myworkdayjobs.com/en-US/lu_job_board_student/job/UPchieve-Virtual-Tutor-Work-Study_R0013260.