



Job Description

Job Title: Academic Tutor, Individual and Group
Job Class: Support
Department: Center for Student Success
Reports To: Tutor Coordinator
FLSA Status: Non-Exempt
Prepared By: Tutor Coordinator
Prepared Date: September 20, 2018
Approved By: Sarah Parker-Clever
Approved Date: September 20, 2018

SUMMARY: Tutor students that have requested tutoring through The Center for Student Success.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Other duties may be assigned.

The tutor will have a proven knowledge of the topic or topics in which they wish to tutor.

The tutor will have the ability to communicate this knowledge in an effective and flexible manner that is required by each student.

The tutor will maintain communication with the student as much as the student will allow.

The tutor will provide academic assistance in general study habits, time management skills and specific subject areas to students in one-on-one sessions, in-group sessions or online sessions.

The tutor maintains a consistent meeting schedule with students, records tutoring sessions, and submits timesheets on a biweekly basis.

The tutor will maintain a strict confidentiality of all student information, material, and discussions shared in the tutoring relationship.

The tutor will collaborate with faculty and staff to ensure high-quality service to students.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS:

EDUCATION and/or EXPERIENCE: A GPA of 3.0 or greater in assigned class and an overall cumulative GPA of 2.75 or greater required.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Exceptional verbal and written English communication skills. Ability to effectively communicate with students and faculty Excellent computer skills if doing online tutoring.

MATHEMATICAL SKILLS: Competency in math required for academic tutors providing assistance to students in subject areas that involve math skills.

REASONING ABILITY: Ability to analyze submitted materials, data, and problems and make timely routine decisions within the scope of the duties of the position. Exhibit flexibility and willingness to learn. Deal professionally with unexpected situations and frequent interruptions. Multi-task, and prioritize work load. Ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Exhibit a willingness to assume additional duties.

PHYSICAL DEMANDS: Ability to use general office equipment, including the computer, fax, telephone, and copier located in various places throughout campus. Ability to research information that may be located in various offices and be in various formats, necessitating pulling files, examining micro fiche, or traveling to the storage building. Requires prolonged periods of time on the computer. Must be able to travel on- and off-campus. Ability to deal with mental stresses of working under constant interruptions and deadlines. Must be able to spend extended periods of time talking with students and other constituencies. Majority of work is performed indoors in a controlled climate.