Job Title:	Subject Tutor	**Job Category:**	Student Work Study
Department/Group:	Tutoring Services	**Job Code/ Req#:**	1099
Location:	Student Success Center	**Travel Required:**	None
Level/Salary Range:	$16.50 (Jan 1, 2025)	**Position Type:**	Part-time

Job Description

ROLE AND RESPONSIBILITIES

- In one-on-one or small-group tutoring sessions (online and/or in-person), assist peers with course content as well as study skills.
- Help students practice, analyze, and/or deepen content of a course.
- Identify and evaluate academic problem areas and plan, with the client, a strategy for improvement.
- Help increase the client's academic self-confidence and independence.
- Keep accurate time card, client reports, and attendance records.
- Attend trainings/meetings each semester.
- Complete SSRV 130 Tutor Training Course (0-1 unit) within one year of hire (includes College Reading and Learning Association International Tutor Certification).

LEARNING OBJECTIVES

- Articulate thoughts and ideas clearly and effectively; convey information in a variety of contexts; communicate responsibly with a number of audiences (students, faculty, staff, etc.).
- Reflect on tutoring practice and formulate goals for personal learning and development.
- Demonstrate personal accountability and effective work habits; punctuality, working productively with others, time management, understanding the importance of a professional work image and demonstrating integrity.
- Respect and value the viewpoints of those from diverse cultures, races, ages, genders, religions, and lifestyles to build collaborative relationships.
- Recognize different learning styles and use a variety of learning strategies in tutoring sessions.
- Leverage the strength of others to achieve common goals; organize and prioritize work; use empathetic skills to guide and motivate.
- Exercise sound reasoning and analytical thinking; use knowledge, facts and data to solve problems and make decisions; select and utilize technology to solve problems and accomplish goals.

SKILL/BACKGROUND NEEDED

Tutors must have previously taken the course(s) they wish to tutor and received at least a 3.3 grade equivalent. Tutors must have a minimum cumulative GPA of 3.0. Faculty recommendation required.

Essential for the position: empathy, good communication skills, responsibility, dependability, good time management, and positive outlook on the discipline required for academic success.

ADDITIONAL NOTES

Flexible hours; tutors create their own schedule. Priority given to those who are available to work 6 to 10 hours per week.