

# Academic Success Tutor Job Description

## Position Description

Tutoring serves college students by assisting with academic success strategies. The primary responsibilities of a tutor is to support students (tutees) to become more independent learners, persist in college, and reach their goals. Tutors provide individual and/or group tutoring to students across a broad range of courses based on their personal area of expertise. Tutors meet with students to clarify and review concepts taught in class, explain processes and help students solve specific problems. Tutoring supports classroom-centered activities, and as such, the emphasis and content of the tutoring sessions is determined by the student's needs. Tutors work with colleagues and the Coordinator to support their own professional development.

## Responsibilities:

- Provide subject-specific content to help students through drop-in assistance
- Recognize the different learning styles and student preferences
- Create a professional and welcoming environment by modeling respect for students' diverse cultures, language skills, and experiences
- Use active listening strategies to allow student to determine content and pace of tutoring
- Utilize listening and questioning strategies as the primary tutoring method to diagnose student needs and monitor progress
- Participate in professional development activities to improve tutorial skill and continue to grow cultural competence and reflection skills
- Utilize feedback and reflection to improve practice
- Recognize primary role to help students become more confident, more successful, self-directed learners
- Be direct and kind with students at the same time
- Provide direct assistance in the use of equipment, learning objects, and materials needed for student success
- Make appropriate referrals to other campus and community resources as needed

## **Level I: (\$12.00 - \$13.99)**

Peer Tutors will provide one-on-one or small group tutoring with the support of the Coordinator and experienced tutors. Qualifications: Received an A or B in the subjects which they will tutor, and has a recommendation from faculty members in the subject area.

## **Level II: (\$14.00 - \$18.00)**

Level II requires a strong knowledge of the instructional area (generally requiring a 2 and/or 4 year degree, or comparable training/experience). Level II tutors apply learning styles and teaching methodology to guide students to higher levels of comprehension. Work is performed under general supervision (coordinator, part-time faculty tutor, and/or Level III tutor).

Preference given to individuals who have successfully volunteered in the center before and/or are able to tutor multiple subjects. Qualifications: Associates or bachelor's degree in the subject area or closely related field. Received an A or B in the subjects which they will tutor, has completed a two- or four-year degree, and has a recommendation from a faculty member in the subject area.

### **Level III Tutor: (\$16.00 - \$24.95)**

Level III represents the work of highly technical positions requiring more extensive knowledge and containing a higher level of complexity. The duties include all of those listed above. In addition, tutors at this level will have some responsibility to mentor colleagues and support the planning and/or execution of tutor trainings and/or workshops. Tutor works in collaboration with Coordinator. Preference given to individuals who have successfully tutored in the center before and/or are able to tutor multiple subjects. Qualifications: Advanced degree in the field and/or instructional experience.

- Hired tutor will typically be offered 2-14 hours per week, depending on availability and seniority. In general, applicants interested in a paid position should be available to tutor at least two days per week.
- Official employment is on a term-by-term basis. Hours are subject to change.

### **Application Requirements and Process**

- Send an email of interest to Coordinator. The email should include your response to the following:
  - a. From your own experience, describe the most important qualities and/or practices of a tutor.
  - b. Share own learning style (How do you learn best?)
  - c. Express why you'd like to work in the Student Learning Center.
- Deliver the following documents in one packet to Coordinator or scan all documents and send in one email to Coordinator
  - a. Completed [Employment Form](#)
  - b. Copy of your unofficial transcript
- Request two (2) recommendations be sent to SLC Coordinator from the following professional persons (Do not deliver these yourself.) \*\* Please ask them to email the letter to the Coordinator - the email subject should be "Your Name (Tutor) Recommendation Letter". This recommendation can be an email to coordinator or a formal letter.
  - a. One (1) recommendation from a current PCC faculty member in a class within the subject desired to tutor. If you would like to tutor in multiple subjects, each subject will need a current faculty member recommendation/referral.
  - b. One (1) general recommendation from a professional reference (PCC or external)
- You will receive acknowledgement by email when your application has been reviewed and if you will be moved forward in the process.