



**Position Title:** Part-Time Business Tutor

**Job Code:** 8304

**Reports To:** Academic Lab Manager

**Grade:** CS

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Business Tutor provides tutoring services to Business students in the business areas with a heavy focus on Accounting, Business Statistics, and Economics.

**Duties & Responsibilities:**

- Tutor students in business courses
- Give orientation in the use of lab and use of software
- Serve as a role model and motivates students to achieve and assists with their academic needs
- Grade exams as needed
- Assists with preparation of reports for faculty
- Advises students
- Assist Lab Manager
- Attends all tutor trainings
- Performs other duties assigned.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- No experience required; training provided as needed
- High grades in courses tutored expected
- Candidates with degrees acceptable
- Must have record of high achievement in courses taken
- Show genuine motivation in dealing with people
- Experience working in the field of Business
- Ability to speak other languages

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name