



Position Title: Part-Time STEM Tutor

Job Code: 8304

Reports To: Program Manager

Grade: CS

FLSA: Non-Exempt

Job Description:

The Part-Time STEM Tutor provides academic tutoring to students participating in the !SI PUEDO! STEM (Science, Technology, Engineering, and Mathematics) Student Fellows Program.

Duties & Responsibilities:

- Serves as a role model and motivates students to achieve and assists with their academic needs
- Attends all tutor trainings and required meetings
- Completes tutoring reports
- Monitors students progress
- Guides students to use the educational software at the labs
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree in a Science or Mathematics field from a regionally accredited institution and two (2) years tutoring experience
- Ability to work in a multi-ethnic/multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments
- TEMPORARY GRANT FUNDED POSITION THROUGH SEPTEMBER 30, 2010

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name