



Position Title: Part-Time Speech Center Tutor

Job Code: 8304

Reports To: Department Chair

Grade: CS

FLSA: Non-Exempt

Job Description:

The Part-Time Speech Center tutor assists students in developing their written and spoken communication skills. The tutor will diagnose students' deficiencies in either or both of those areas, address deficiencies pointed out by students' instructors, and assist students in developing their out-of-class assignments. The tutor will neither rewrite nor proofread the work of the students nor suggest a possible grade for an assignment. The tutor will also keep track of students he or she works with, as well as the nature of the work done.

Duties & Responsibilities:

- Instructs students in the Speech Center on how to correct their major deficiencies in speech, writing and organizing ideas
- Assesses students with ESL and ESOL attributed writing and speech difficulties and formulates individualized plans for correcting them through instructor-student sessions and online tutorials
- Aids students in applying high order critical thinking skills to their speeches or essays
- Conducts orientations and workshops
- Documents students' progress through a database system
- Modifies and assesses computer programs, handouts and supplemental materials at the Speech Center
- Attends meetings
- Keeps work area and lab presentable and chairs organized at all times
- Assists with check-in responsibilities when necessary
- Reorganizes, processes, creates and scans worksheets when asked.
- Creates flyers, posters, handouts, websites, and information packets for the Speech Center
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Master's Degree in English, Journalism, Communication, or related field from a regionally accredited institution
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff
- Ability to work a flexible schedule that may include evening and weekend assignments

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name