



Position Title: Part-Time Tutor
Job Code: 8304
Reports To: Program Manager

Grade: C1
FLSA: Non-Exempt

Job Description:

The Part-Time Tutor provides academic tutoring to students.

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:

- Must have completed one (1) specified college discipline course from a regionally accredited institution
- Additional requirements are based on Department needs and Tutoring level

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name