



<b>Position Title:</b>	Part-Time Tutor	<b>Job Code:</b>	8304
<b>Reports To:</b>	Program Manager	<b>Job Group:</b>	Class-R
<b>Department:</b>	College-wide	<b>Salary Grade:</b>	CS
<b>Prepared By/Date:</b>	Jennifer Brito/06-15-2010	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	College-wide		
<b>Revised:</b>	Donna French/10-04-2011		

**Summary:**

The Part-Time Tutor provides academic tutoring to students.

**Essential Duties and 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 student's progress
- Guides students to use the educational software at the labs
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Possess excellent oral and written communication skills
- Possess detail-oriented and highly organized skills
- Possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- Ability to assess and provide guidance to students on the use of educational software
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or equivalent accredited GED and completed one (1) specified college discipline course from a regionally accredited institution

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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