



**Position Title:** Part-Time Tutor, Medical Campus  
**Reports To:** Associate Director, Learning Resources  
**Department:** Learning Resources  
**Prepared By/Date:** Donna French/10-13-2011  
**Approved By/Date:** Isabel Hernandez/10-25-2011  
**Revised:**

**Job Code:** 8304  
**Job Group:** Class-R  
**Salary Grade:** CS  
**FLSA Status:** Non-Exempt

**Summary:**

This position provides tutoring to students and small groups at the Learning Resources department.

**Essential Duties and Responsibilities:**

- Works under the direct supervision of the Associate Director of Learning Resources
- Develops and utilizes a range of instructional methods and ways of tutoring, supporting student learning and assessment; such as, seminars, Tutorials, forms of e-learning and workshops
- Works in collaboration with the Associate Director and faculty to develop new learning material based on the curriculum and the student's needs
- Monitors student's progress
- Guides students to learning resources; such as, educational software supporting them in their curriculum and implementing self-assessment mechanisms
- Maintains up-to-date knowledge within field of study area skills
- Assists students integrate theory and practice
- Attends all tutor trainings and required meetings
- Follows the approved record keeping process to track students, topics, courses, and hours spent in tutoring
- 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 minimum of twenty (20) hours per workweek to include nights and weekends
- 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
- One year of tutoring and/or teaching experience
- Referral from college faculty specifically involved in field of study
- GPA greater than 3.3 average

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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