

Tutor Navigator Job Description

Hours: Arranged

Rate of Pay: Arranged

Job Description: Tutor Navigators, also called Supplemental Instructional Leaders, are tutors embedded in courses that have been identified as a barrier for students. Tutor Navigators receive an allotment of hours to work per week and coordinate how they spend those hours with the faculty member of the course they are working with. Hours are used to attend class sessions, organize study groups, or prep for study group meetings. In the class, Tutor Navigators observe how the instructor is teaching the curriculum, assist in managing small group activities, and market study groups. Outside of the class, Tutor Navigators lead study groups to help students strengthen their understanding about what is being taught in class, develop study skills, and give them a feeling of belonging to a community.

Full range of duties

- **Meet with faculty:** Connect with the faculty member of your assigned class on a regular basis to make sure that you understand assignments, become familiar with the instructor's teaching approach, and develop a working relationship.
- **Group Tutoring:** Organize and facilitate group tutoring sessions outside of class. These group study sessions should reinforce what is being learned in class, help students develop study skills, and build a sense of community among participants.
- **Attend Class Sessions:** Attend class sessions to observe important lectures/lessons, help facilitate small group activities, market study group meetings, model good student behaviors, and build personal connections with students. Tutor Navigators should also discuss with faculty expectations about how much they should engage in class participation activities.
- **Marketing.** Market small group study sessions to your assigned class throughout the quarter.
- **Direct students to campus resources:** Help students find appropriate campus resources to meet their needs.
- **Attend training and staff meetings:** Participate in training and staff meetings as part of our staff commitment to ongoing professional development.
- **Support the general operations of the Student Learning Center:** Assist faculty coordinators and staff with projects as they arise.

Minimum Qualifications

- subject area competence
- ability to work effectively with a diverse group of learners
- strong interpersonal skills and ability to participate in a team environment
- professional attitude toward work, including collegial attitude a commitment to arrive to work on time for scheduled shifts and find substitutes for absences
- ability to work with learning management systems and Windows applications