

Student Learning Center Tutor Job Description

Hours: Arranged

Rate of Pay: Arranged

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Student Learning Center tutors assist students with homework and other assignments using multiple modalities including one-on-one tutoring, small group tutoring, supplemental instruction, and academic skills workshops. Tutors are expected to be student centered, culturally sensitive, and academically competent in the subject area they are tutoring. They should also possess a commitment to continuous professional growth and development.

Subject areas:

The SLC employs tutors in the following subject areas: accounting, biology, business, chemistry, computer science, English, economics, ESL, information technology, math, physics, statistics, and world languages.

Full range of duties

- **One-to-one tutoring.** Meet with individual students to assist them with assignments, mentor them on academic study skills, and promote their self-efficacy as learners.
- **Computer assistance.** Assist students with basic Microsoft Word, Canvas, and other computer questions.
- **Group tutoring.** Manage small groups of students who seek assistance in a group tutoring modality.
- **Workshops.** Conduct workshops on academic study skills. Tutors can develop their own workshops, or teach ones designed by the director or a coworker.
- **Sidework.** Pay attention to the condition of the Student Learning Center, performing small maintenance tasks when needed.
- **Marketing.** Present quarterly orientations to students new to the center, or help create fliers, posters, and other materials that will promote the writing center.
- **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. Tutors must complete training documents within first three quarters of employment.
- **Support the general operations of the Student Learning Center:** Assist faculty coordinators and staff with projects as they arise.

Minimum Qualifications

- Tutors need to possess demonstrated competence in the subject area they are tutoring. Potential tutors can do this by sharing transcripts showing they received a 3.0 in the subject area they want to tutor, providing a recommendation from an instructor or colleague familiar with the tutor's expertise, and completing a screening activity during

the interview process to determine the tutor's level of competence in the subject area.

- Ability to work effectively with students in a student-centered program.
- Strong interpersonal skills and ability to participate in a team environment.
- Commitment to arrive to work on time for scheduled shifts and find substitutes for absences with the assistance of your faculty coordinator.
- Ability to work with educational software such as Canvas and Windows computer systems and other Microsoft products.