Position Description: Tutor

Division: Student Services
Department: Student Services
Supervisor’s Position: Lead Tutor
FLSA Status: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position. Duties will be modified as needed; work assignments and schedule are based on the needs of the college.

Job Summary:

The Tutor provides academic support to students through content and skills tutoring in a variety of subject areas, including but not limited to: mathematics, English, science, reading and computer applications.

Essential Duties and Responsibilities:

- Provides tutorial and test prep assistance to all interested students to help them improve their academic performance.
- Provides study skills instruction (e.g., note-taking, test taking, time management, etc.). Prescribes appropriate materials and activities to enhance the success of students.
- Maintains effective liaison and communication with other departments and divisions of the College. Work collaboratively with faculty and staff to improve opportunities for student success.
- Maintains daily lab usage data. Compiles and prepares data for reporting requirements and special reports as needed.
- At all times, engages in and promotes legal compliance, policy compliance, and safety in the WATC workplace.

Education, Experience, Knowledge & Skills Needed

- A bachelor’s degree in education, or in a teaching field present in the College.
- Additional teaching and/or tutoring experience with post-secondary students is preferred.
- Proficient use and knowledge of Outlook, Word and Excel are required. Knowledge of SharePoint is preferred.
- An operating knowledge of Student Services software, such as Banner, is required within three months of entering the position.
- Operating knowledge of computer-based course delivery software (e.g. MyITLab, MyMathLab, ANGEL, Blackboard) is preferred. An operating knowledge of PLATO software is required within three months of entering the position.
• Professional-level communication skills, including excellent written and oral communication skills, excellent interpersonal skills, and ability to communicate effectively with others in arriving at solutions to complex problems.

Other Position Requirements:

1. Work effectively and productively as a team member. Keep others informed of information needed. Treat others with respect, maintaining a spirit of cooperation.
2. Maintain effective and professional verbal and written interactions with peers, customers, supervisors and other staff. Use diplomacy and tact in dealing with difficult situations or people. Demonstrate effective listening skills. Is receptive to constructive feedback.
3. Maintain acceptable overall attendance record, to include department meetings, all-employee meetings/trainings as required. Ensure appropriate notification to supervisor for absences, and ensure that work is covered. Be flexible in work schedule when needed.
4. Produce quantity of work necessary to meet job requirements.
5. Demonstrate the ability and willingness to handle new assignments, changes in procedures and business requirements. Identify what needs to be done and take appropriate action.
6. Complete assigned work; meet deadlines without reminders/follow-up from supervisor or others.
7. Perform work conscientiously with a high degree of accuracy.
8. Participate in at least 20 hours of professional development activities to remain current with industry trends and advancements.

Working Conditions:

Must be able to work in a multi-tasked, high-volume environment, completing multiple and competing priorities. Daily attendance is required to meet the needs of students and prospective students. Attendance is required at meetings and in-services some of which may be out of the area. Schedules may fluctuate to accommodate student needs, deadlines and delivery of services. Long periods of sitting or standing will be required. Sufficient vision and hearing are required to complete the work and interact with students, staff, faculty and the public. Independent travel to by car and public carrier is required to enable flexibility to work at alternate campuses when needed. Evening and weekend work may be required. Work schedule will be as needed and required by administration to accomplish assigned duties.

__________________________________                  ______________
Employee Printed Name      Date

Employee Signature

09/13