



Job Description

TITLE: Professional Tutor

GRADE:

FUNCTION:

The Professional Tutor provides academic support to students by assisting with understanding course material, developing effective study strategies, and promoting independent learning skills. The goal is to increase student success, retention, and persistence in college courses through individualized and small group tutoring sessions.

RELATIONSHIPS:

The Professional Tutor will be directly supervised by the Director of Advising, Counseling, and Career Services. The tutor will work collaboratively with faculty, staff, and advisors to support student learning and provide tutoring services directly to students in assigned subject areas.

DUTIES AND RESPONSIBILITIES:

- Serve as a tutor in The SOAR Center.
- Create and implement a tutorial program that guides and assists students (individually or group) with problem-solving, reviewing principles, writing, and test preparation.
- Monitor and motivate students' progress.
- Guide student in test taking skills.
- Collaborate and communicate with instructors, advisors, and Director of Advising, Counseling and Career Services to assist student needs in tutoring through alternative learning styles and accommodations.
- Maintain records pertaining to tutoring using AVISO or other instruments for data collection.
- Aid in researching and selecting learning materials, software, and equipment to facilitate tutoring; create/design instructional aids and related study materials.
- Participate in training to improve tutor skills and techniques.
- Be willing to host workshops or training for students and coworkers.
- Performs any other job-related duties as assigned.

QUALIFICATIONS:

- Associate degree or higher from an accredited institution required
- At least one year of experience directly related to tutoring, teaching, or student academic support.
- Strong knowledge of subject areas to be tutored.
- Strong communication, interpersonal, and organizational skills.
- Ability to work independently and responsibly.
- Experience working with diverse student populations preferred.

LOCATION: The SOAR Center, other designated campus locations, and online