

Job Description: Achievement Center Tutor

Primary Responsibilities:

1. To give academic assistance
2. To instruct students of the STUDY SKILLS and CROSSROADS programs
3. To become knowledgeable and able to refer students to resource materials in the Achievement Center
4. To carry out other duties deemed necessary by the Director, Assistant Director, or Coordinator

Supervision:

The tutor will report to

1. Director
2. Assistant Director
3. Coordinator

Qualifications:

1. Exemplary academic records
2. Excellent communication skills
3. Excellent interpersonal skills
4. Computer competency
5. Completion of English composition (Composition and Rhetoric 1 and 2)
6. Completion of Math (College Math or College Algebra)
7. Able to work without supervision
8. Ability to teach one on one or in a group setting

Specific Duties:

1. Instruct students needing help in
 - a. Academic courses
 - b. STUDY SKILLS
 - c. CROSSROADS
2. Complete tutor reports after instruction
3. Attend training session and complete self-directed training
4. Maintenance of the facilities and equipment
 - a. Morning Start Up Procedure (brief)
 - i. Start and log in all computers
 - ii. Organize chairs and tables
 - iii. Replace daily log in sheet
 - b. Evening Shut Down (brief)
 - i. Log off and shut down all computers
 - ii. Clean chairs and tables
 - iii. Straighten room
5. Keep accurate time sheets and submit to the proper locations in timely manner
6. Promptly notify Director, Assistant Director, or Coordinator if ill. Find other tutors to replace one if absent for other reasons.