



Tutor – English as a Second Language

HOURLY RATE: \$17.00

JOB TYPE: Part-Time as Needed

POSITION SUMMARY:

Provides academic support services to students enrolled in courses at Terra State through direct one-on-one and group tutoring and enhancement of students' study skills. Highly skilled in at least one area of instruction. Participates in training events to use support software and develop tutoring methodologies. Committed to student success and empowerment. Informs the Dean of Student Success of any student issues. May assist in the development of tutoring materials or resources for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides direct one-on-one and/or small-group tutoring.
- Assists students in learning area-appropriate and global study skills and other behaviors /competencies that lead to student success. Submits and maintains accurate record of time spent with students.
- Utilizes tutoring software to arrange appointments with and maintain records of student contact.
- Refers any student issues to the Dean of Student Success in a timely fashion and may facilitate referral to appropriate College services upon consultation with the Dean.
- Performs other duties as assigned.

OTHER SKILLS AND ABILITIES:

- Demonstrated ability to multitask and manage in a dynamic, changing environment desired.
- Proficient in word-processing, Internet and e-mail.
- Demonstrated ability to work with a diverse group of student, faculty and staff.
- Demonstrated ability to work as a team player, and collaborate with colleagues.
- Effective verbal, written and listening communication skills
- Effective problem-solving skills.

REQUIRED EDUCATION AND/OR WORK EXPERIENCE:

- Associate's degree in tutoring field required; Bachelor's degree strongly preferred.
- Prior and demonstrated experience providing instruction or tutoring support strongly preferred.