

## **Colorado Mountain College**

### **Position Description Template**

**Title:** Professional Tutor  
**FLSA Classification:** Non-Exempt  
**Hiring Rate:** \$19.87 per hour

#### Primary Responsibility

This position facilitates student learning by (a) helping to clarify specific course content and (b) Promoting/modeling the use of appropriate study strategies.

#### Pre-requisites for Position (Qualifications Standards)

1. Education or Training: Associate's degree in the area of tutoring or a closely related area. Bachelor's degree preferred.
  - A grade of B or higher in all course(s) and/or academic subject areas for which tutoring services will be offered.
  - A cumulative grade point average of 3.0 or higher in all post-secondary course work.
2. Experience in the field: Teaching/tutoring experience, particularly in post-secondary courses, preferred. Other relevant work experience that demonstrates either knowledge of the content or the ability to work with students or the ability to communicate ideas effectively.
3. Individuals with Associate's degree in career and technical fields would be considered equivalent education.
4. Special Skills or abilities directly applicable to the position: Excellent interpersonal communication skills required. Basic computer literacy. Ability to interact with a diverse student population.
5. Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.
6. Bilingual (English/Spanish) or conversational language abilities are preferred.

#### Essential Duties

1. Meet with assigned tutees in designated or pre-approved areas.
2. Consult with tutees instructors or SSS Coordinator for advice, guidance, and direction in their tutoring work.
3. Conduct in person or online tutoring sessions as needed/appropriate.
4. Inform and/or consult with the SSS Coordinator if problems are encountered.
5. Work cooperatively with SSS staff to deliver a cohesive tutoring program and to respond in a professional manner to diverse student needs.
6. Respect students' rights to confidentiality and follow legal guidelines regarding dispersal of information.
7. Adhere to all tutoring guidelines and participate in tutor training sessions as requested.
8. Submit weekly reports and bi-weekly time sheets to SSS Coordinator as requested.

Special Conditions of Employment

These positions are part-time on an as-needed basis. Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally.

*Position description drafted by: Laurie Lawrence*

*Date: 02/27/17*

HR Reference Information:	
Position group and code:	<i>607010 – should be \$17.30</i>
Date of review:	<i>4/2/18</i>

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.