

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)

Education or Training: Associate's degree in the area of tutoring or a closely related area. Bachelor's degree preferred. Individuals with Associate's degree in career and technical fields will be considered equivalent education.

- A grade of B or higher in all course(s) and/or academic subject areas for which tutoring services will be offered.

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.

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.

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.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

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

- Be prepared to work one-on-one, or with up to several students at once as needed
- Encourage active participation of students in tutoring sessions
- Direct students to appropriate additional academic resources. Including, but not limited to, the Virtual Library, *Smarthinking* online tutoring and external online resources
- Arrive on time for, and be available for the duration of, scheduled tutoring sessions
- Maintain an accurate record of student visits to tutoring sessions
- Respond to feedback given by the Learning Lab coordinator, College faculty or other College staff
- Other duties as assigned

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: Kevin Cote

Date: 9/5/19

HR Reference Information:	
Position group and code:	
Date of review:	

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.