

Tutor Job Description and Application Process

Position Description

Tutoring serves college students by assisting with academic success strategies. The primary responsibilities of a tutor are to support students (tutees) to become more independent learners, persist in college, and reach their goals. Tutoring supports classroom-centered activities, and as such, the emphasis and content of the tutoring sessions is determined by the student's needs. Tutors provide individual and/or group tutoring to students across a broad range of courses based on their personal area of expertise. Tutors meet with students to clarify and review concepts taught in class, explain processes and help students solve specific problems. Tutors work with colleagues and the manager to support their own professional development.

Responsibilities

- Provide subject-specific content to help students through drop-in assistance
- Recognize the different learning styles and student preferences
- Create a professional and welcoming environment by modeling respect for students' diverse cultures, language skills, and experiences
- Use active listening strategies to allow student to determine content and pace of tutoring
- Utilize listening and questioning strategies as the primary tutoring method to diagnose student needs and monitor progress
- Participate in professional development activities to improve tutorial skill and continue to grow cultural competence and reflection skills
- Utilize feedback and reflection to improve practice
- Recognize primary role to help students become more confident, more successful, self-directed learners
- Be direct and kind with students at the same time
- Provide direct assistance in the use of equipment, learning objects, and materials needed for student success
- Make appropriate referrals to other campus and community resources as needed

Compensation

Level I: (\$17.00)

Peer Tutors will provide one-on-one or small group tutoring with the support of the Coordinator and experienced tutors. Qualifications: Received an A or B in the subjects which they will tutor, and has a recommendation from faculty members in the subject area.

Level II: (\$18.00)

Level II requires a strong knowledge of the instructional area (generally requiring a 2 and/or 4 year degree, or comparable training/experience). Level II tutors apply learning styles and teaching methodology to guide students to higher levels of comprehension. Work is performed under general supervision (coordinator, part-time faculty tutor, and/or Level III tutor). Preference

given to individuals who have successfully volunteered in the center before and/or are able to tutor multiple subjects. Qualifications: Associates or bachelor's degree in the subject area or closely related field. Received an A or B in the subjects which they will tutor, has completed a two- or four-year degree, and has a recommendation from a faculty member in the subject area.

Level III Tutor: (\$18.00 - \$24.95)

Level III represents the work of highly technical positions requiring more extensive knowledge and containing a higher level of complexity. The duties include all of those listed above. In addition, tutors at this level will have some responsibility to mentor colleagues and support the planning and/or execution of tutor training and/or workshops. Tutor works in collaboration with Coordinator. Preference given to individuals who have successfully tutored in the center before and/or are able to tutor multiple subjects. Qualifications: Advanced degree in the field and/or instructional experience.

- Hired tutor will typically be offered 3-15 hours per week, depending on availability and seniority. In general, applicants interested in a paid position should be available to tutor at least two days per week.
- Official employment is on a term-by-term basis. Hours are subject to change.

Application Requirements and Process

- Send an email of interest to Tutoring-Services@pcc.edu. The email should include your background and skills that apply to tutoring this subject and why you'd like to work as a Peer Tutor.
- Deliver the following documents in one packet to tutoring-services@pcc.edu or scan all documents and send in one email to tutoring-services@pcc.edu.
 - a. Completed [Employment Form](#)
 - b. Copy of your [unofficial transcript](#)
- Request two (2) recommendations be sent to tutoring-services@pcc.edu. Please ask them to email the letter to the Tutoring Services - the email subject should be "Your Name (Tutor) Recommendation Letter". One recommendation needs to come from a Faculty/Professional. The other recommendation needs to be a professional recommendation. (Can be PCC or University or Other)
- Interview: After materials and recommendations are received, we will set up an interview where you will meet with the Tutoring Services leadership team.