

STEM CENTER TUTOR

JOB DESCRIPTION*

The primary responsibility of this position is to provide tutoring assistance in a drop-in tutoring environment and to assist in creating an environment that is welcoming, positive, inclusive, and conducive to learning. This includes, but is not limited to:

- Supporting students in math and/or science courses with use of effective tutoring techniques
- Being able to help students in one-on-one and/or in group settings
- Being “present” while working and attentive to student needs
- Helping maintain a clean, tidy, and safe environment with appropriate noise level
- Understanding of STEM Center resources and ability to direct students to resources
- Being aware of tutor, SI Leader, and faculty schedules to refer students appropriately
- Maintaining records of student use of tutoring services
- Attending all mandatory paid training
- Meeting regularly with supervisor
- Other administrative duties as assigned

EDUCATIONAL BENEFITS

- Students will develop leadership skills and ability to manage multiple tasks effectively
- Students will practice their interpersonal communication, and enhance their public speaking confidence and ability to work on a team
- Students will learn to facilitate student learning, model effective problem-solving skills and deepen their own understanding of STEM concepts

MINIMUM QUALIFICATIONS

In order to qualify for this position, students must:

- Have passed a core math class above MATH 099 with a 3.0 GPA or higher
- Have earned a 3.0 GPA or higher in course(s) for which tutoring is provided
- Be instructor recommended
- Be enrolled at BBCC for a minimum of 6 credit hours
- Participate in an in-person interview
- Complete content-area skills assessment
- Maintain at least a 2.5 GPA throughout employment
- (Optional) Submit a resume and cover letter

Individuals interested in this position should also:

- Demonstrate strong communication and organizational skills
- Be able to work independently with minimal supervision
- Show dedication to student success

*Position may be modified to accommodate the online environment

[Click here to apply for this position](#)