

Position: Tutor (Part-time)

Department: Academic Enhancement and Freshman Studies

Reports to: Director of the Academic Enhancement Center

Job Summary: Provide tutoring services in any of the following disciplines: Math (Pre-Calculus and above, and Statistics), Sciences (Biology, Anatomy and Physiology), Accounting, Taxation, Economics, Finance, Business Law to students requesting appointments in the College's Academic Enhancement Center.

Schedule: Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. The normal work schedule for this position will consist of approximately 15-hours per week. In addition, in order to serve the evening student population, some evening hours will be required.

Salary: \$16.50 per hour

Duties and Responsibilities:

- Tutor students individually or in scheduled group study sessions to provide students with a better understanding of the subject matter or discipline.
- Assist students with exam preparation and lab reports.
- Attend training sessions and tutor meetings as required.
- On a limited basis and if qualified in the specific discipline, assist students in summer workshops as may be offered by the Academic Enhancement Center.
- Serve as a proctor for examinations, as needed.
- Perform additional duties as assigned by the Director of Academic Enhancement.

Minimum Qualifications:

- Bachelor's degree in a relevant discipline; Master's degree preferred.
- Tutoring and/ or teaching experience in a college setting preferred.
- Must possess excellent communication skills, and have the ability to work with students from a variety of backgrounds and range of skill levels.

Interested applicants can apply by clicking [here](#).