

## **JOB DESCRIPTION - PROFESSIONAL TUTOR**

Supervisor: Eileen Burke, Coordinator of Learning Assistance Services

Location: Learning Assistance Center, Library – 2<sup>ND</sup> floor

Telephone: 845-341-4520 or 341-4171

Email: [eileen.burke@sunnyorange.edu](mailto:eileen.burke@sunnyorange.edu)

## **EXPECTATIONS**

- Provide individual and small group tutoring sessions in approved subjects.
- Facilitate learning as a guide and coach to assist the student to become a successful, independent learner.
- Facilitate an increase and enhancement in student mastery of concepts or applications of a specific course of study as presented by the course instructor.
- Integrate effective study and learning strategies to maximize the student's potential for academic progress.
- Assist coordinator with Peer Tutor training activities and tutee workshops.
- As a member of the Learning Assistance Services team, a Professional Tutor is expected to maintain ongoing communications with the Coordinator of Learning Assistance Services including the issue of referral to other appropriate college resources as needed.

## **RESPONSIBILITIES**

- Tutor students in specific course material and integrate study and learning strategies to promote independent learning.
- Encourage students to develop a systemic approach to studying that will serve them in many courses.
- Participate in professional development offerings.
- Meet with coordinator and instructors to plan appropriate academic support for students.
- Perform other duties consistent with the position of Professional Tutor.

## **POSITION REQUIREMENTS**

A Professional Tutor must demonstrate an ability to quickly establish rapport and communicate well with students and instructors. He or she must have a Bachelor's degree in the content area or a related subject area. A Professional Tutor must be approved for hire by both the Coordinator of Learning Assistance Services and the Academic Department Chairperson for the course(s) to be tutored.

## **RATE OF PAY**

\$15.00 an hour