



Tutor Job Description

Title:	Tutor
Department:	Student Success Center
Contact Person:	Rebecca Schramm
Telephone:	325-574-7917
Location:	Building #18, Room 101
Position Hours:	Flexible, up to 10 hours weekly (days, nights, weekends)
Hourly Pay:	\$7.50-8.50/ hour
Essential Skills:	Strong Interpersonal Skills; Strong Written and Oral Communication; Excellent Study Skills; Strong knowledge of Specific Academic Subject; Record Keeping

Brief Description of duties:

Tutors will work with a diverse student body to provide individual and group tutoring sessions and help students to improve their writing and study skills necessary for future academic success. Essential duties of Tutors include:

- Providing academic tutoring and writing assistance
- Teaching study skills and strategies on an individual basis
- Leading review sessions as needed
- Guiding students through short and long term planning

Specific requirements

- Competence in one or more subject areas
- Excellent presentation and communication skills
- Ability to adjust to varying learning styles
- Maintain a GPA of 3.0 or higher
- Faculty recommendation