Drop-In Lab Tutor – Student Worker II

Conduct out-of-class study sessions with students in groups or singly at the drop in Tutorial Center or one of the ALC Labs.

Develop appropriate instructional methods, familiarizing self with the subject area, study strategies and student success skills. Familiarize self with campus resources for students and recommend those resources to students as needed.

Regularly meet with assigned supervisor(s), attend regular training sessions (enroll in or audit INS 250 at Hartnell College), and complete training assignments.

Perform clerical duties related to recording keeping and publicizing tutorial services.

Other duties as assigned.

Defining Characteristics:

Experience and/or education in an area related to work assigned are required.

Works under general supervision.

Tasks performed require taking some responsibility.

Tasks may vary in degree of complexity and supervision.

Tasks performed require some degree of independent judgment and/or decision making.