Math/Science/ESL Academy or Group Tutor – Student Worker III

Assist instructors and students in a classroom setting; make classroom presentations, recruit and support target students through lifeline or other tutoring services.

Monitor assigned students progress, maintain constant communication, prepare and conduct out-of-class tutorial and study sessions for students in groups or singly at the Tutorial Center or library.

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

Develop and conduct workshops in the subject area or on study skills for students.

Regularly meet with assigned supervisor(s), attend regular training sessions and complete training assignments.

Perform clerical duties related to attendance tracking, payroll, recording keeping, and other duties as assigned.

Defining Characteristics:

Requires moderate degree of subject knowledge and/or experience in the area assigned.

Works under limited supervision

Tasks performed require a moderate degree of creativity and/or taking increased responsibility.

Tasks may vary in degree of complexity and supervision.

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

Possesses technical skills/proficiency necessary to work largely independently

Must be able to apply rules and regulations with some guidance.