

TITLE	Tutor/Mentor	(Professional Expert - Temporary)
LOCATION	Woodland Community College	
HOURLY RATE	\$16.00 - \$18.00	

SCOPE OF WORK Under the direction of an assigned supervisor or manager, provide summer academic tutoring services, advising, guiding and be a resource to a variety of individuals and groups in person and/or online. Implement targeted academic group sessions while building a sense of community for certain at-risk student populations. Work collaboratively with the course instructors to facilitate relevant, up-to-date support sessions based on course content being taught each week. Implement tutorial programs that guide and assist students with homework, problem solving, report writing, and/or test preparation. Provide proactive and ongoing student retention services to students needing assistance. Provide support the overall success of the student by helping students with goal setting, professional development, and personal development.

- DUTIES**
- Attend all scheduled lectures for the course and take notes
 - Be a role model for good student behavior
 - Evaluate student needs and develop appropriate course of action
 - Prepare a lesson plan for each session to ensure students' academic development
 - Provide opportunities for meaningful and engaging activities to process course material and develop study strategies
 - Complete any necessary reading/homework to make yourself knowledgeable
 - Integrate course content with active learning skills
 - Guide students through course content related worksheets or activities
 - Engage students in active learning strategies such as review games
 - Attend orientation training each semester, as well as a training course and development sessions
 - Train in appropriate academic success methods on topics such as time management, study skills, note-taking skills, productivity management, etc.
 - Turn in all required paperwork on time and complete
 - Turn in timesheets on time and keep track of hours accurately
 - Maintain a professional attitude at all times
 - Maintain records and data to monitor and assess students' progress.
 - Assist with administrative duties and data collection (attendance sheets, student surveys, planning sheets, etc.)
 - Consult with educational departments and instructors.
 - Develop and maintain a peer relationship focused on helping students make a smooth transition, acclimate to program, and establish a sense of belonging.

- Serve as a resource for students helping them identify and use appropriate program or school services
- Plan, organize, and implement college informational and motivational activities (Student Development Program) for participants.
- Supervise/chaperone program participants during events and activities.
- Attend and contribute to weekly planning meetings (in-person and virtual)
- Maintain current knowledge of the program services, application process, benefits & program calendar
- Assist in maintaining program standards and policies.
- Other duties as assigned.

KNOWLEDGE OF

Specialized knowledge, as determined by the appropriate administrator, of assigned academic disciplines; basic arithmetic; correct English usage, spelling, grammar, punctuation, and vocabulary; general needs and behavior of students of various ethnic, racial, and cultural backgrounds; instructional methods and techniques; multiple learning styles and related tutoring strategies; record-keeping techniques; advising method and techniques; and standard office equipment, including computer hardware and software.

ABILITY TO

Communicate effectively both orally and in writing, establish and maintain effective working relationships with others, evaluate and assess student needs, explain work assignments to students, maintain records and prepare reports, operate computers and applicable software, and provide tutoring to a variety of individuals and groups and online. Ability to read a variety of materials, dexterity of hands and fingers to operate a computer keyboard, sitting and/or standing for extended periods of time, and lifting light to medium weight objects incidental to assigned tasks. Ability to initiate interaction with participants whom are low-income and culturally diverse high school students. Ability to work independently with minimal supervision.

MINIMUM QUALS

- Enrolled at a college institution or have graduated with a post secondary degree.
- Have successfully completed the course for the position you are applying for (or a similar course in that subject area) with a grade of A or B and must have a cumulative GPA of 3.0 or above
- Demonstrate competence in the subject matter, determined by course grade and faculty references
- Strong interpersonal skills, and ability to explain concepts to others
- Ability to communicate and collaborate with a diverse population, including a variety of constituencies (students, professional staff and faculty)
- Initiative, attention to detail and ability to work independently and collaboratively

- Must be available to attend training prior to the start of the summer program, (TBD).

PREF QUALS

- Bilingual is preferred.
- Possess good organizational skills and complete paperwork in a timely manner
- Exhibit patience and positive attitudes in establishing an encouraging learning environment

ENVIRONMENT

- Variety of environmental conditions at work sites.
- Injury due to awkward positions, and prolonged computer work.
- Exposure to sanitizers and other chemicals that may be associated with routine and incidental assignments.