

ORANGE COUNTY COMMUNITY COLLEGE
Learning Assistance Services/Academic Support

JOB DESCRIPTION - PROFESSIONAL TUTOR

Supervised by Academic Support Coordinator

Middletown Tutorial Center: Eileen Burke Location: Library 2 nd Floor Telephone: 341-4520 or 4171 Email: eileen.burke@sunnyorange.edu	Newburgh Learning Center: Sarah Gardner Kaplan Hall 2 nd Floor 341-9032 or 9504 sarah.gardner@sunnyorange.edu
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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 Academic Support team, a Professional Tutor is expected to maintain ongoing communications with the Coordinator of Learning Assistance Services/Academic Support 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

\$16.00 an hour