



STUDENT SUCCESS
CENTER

Tutor Job Posting

Semester: Ongoing

Department Name: Student Success Center, Central Campus

Title of Position: Tutor

Salary: Starts at \$9.00 per hour, increases with training and experience

Department Contact: Student Success Center Director

Contact Information: 281-998-6150 x1619 or dawn.shedd@sjcd.edu

Hours: Specific schedule created to fit around classes. Must be flexible; nights and/or weekends may be required.

Position Description

1. The best candidates are highly dependable, have excellent communication skills, have an interest in working one-on-one or in small groups with their peers, and have a solid command of the course material.
2. Provide tutoring and assist students as needed.
3. Assist the Director in advertising tutoring services and special events.
4. Attend one professional development workshop throughout the semester.
5. Meet CRLA requirements.
6. Attend mandatory meetings.
7. Keep up-to-date with skills and coursework for subjects that will be tutored.
8. Help maintain the center and assist at the front desk when needed.
9. Other duties as assigned.

Qualifications

1. Must have an overall GPA of 3.0 and a 3.5 in the subject area.
2. A "B" average in any subject you wish to tutor.
3. Two faculty references.
4. Great customer service skills.
5. A desire and willingness to learn.
6. Excellent oral and communication skills.
7. Committed to being a team player.

Subject-Specific Qualifications

1. Math Tutors: Must be able to tutor through Pre-Calculus, preferably through Calculus II.
2. Writing Tutors: Must submit a writing sample with application for employment.