

TUTOR JOB DESCRIPTION

Duties and Responsibilities:

- Provides tutoring and small group instruction.
- Assist instructors in classroom activities.
- Assist students in computer related math programs.
- Maintain and monitor the use of CD's, diskettes, earphone, books and calculators.
- Monitor and assist students in using the "**SARS and PC Trak**".
- Maintain the Learning Center's rules and regulations, i.e., no talking on the telephone, no eating, no drinking and no playing or shopping on the Internet.
- Other duties as assigned.

Qualifications:

- A student must have received an A or B in the particular subject(s) they wish to tutor.
- Either instructor or department chair's signature may verify grade or competency.
- A copy of a transcript.
- Computer literacy preferred.
- Must be responsible and have good attendance.
- Must be creative and self-starter.
- Able to work without constant supervision.
- Able to work with students, staff and instructors.