

**Merritt College
Learning Center
TUTOR JOB DESCRIPTION**

Position: The Merritt College Learning Center invites applications for Tutors across disciplines. Candidates with experience in these disciplines and other disciplines are encouraged to apply; tutoring is an excellent opportunity to hone academic and social development skills.

The primary function of the tutor is to support students who are currently registered in the Peralta Community College District. If hired, tutors may be assigned to a classroom to serve as an Embedded Tutor (ET) by supporting students enrolled in the class in various ways (see information below). Tutors should present a professional yet pleasant demeanor and continually work to reinforce knowledge of course content and tutorial methods. This includes tutor training (class or workshops) plus a 25-hour practicum (hands-on tutoring). As needed, tutors assist with the overall operations of the Learning Center.

Responsibilities of All Tutors:

- Meet each student in person for 45- minute sessions in the Learning Center via Zoom or other designated location with classified or faculty supervision.
- All new tutors must enroll in MC's Learning Resources 30 – *Introduction to Tutoring* or equivalent tutor training course or previous work experience tutoring at another institution.
- Uphold the rules of the Learning Center by communicating them to tutees.
- Stay informed about pedagogy by:
 - participating actively in the LC Tutoring Community of Practice Team.
 - attending professional development conferences at ACTLA or 3CSN, funding permitted.
 - attending other workshops provided by Merritt College and other organizations.
 - attending and fully participating in ongoing discussions and complete assignments on the Learning Center's *Canvas* page.

Responsibilities of Embedded Tutors:

- Attend each class session on-time.
- Work collaboratively with the course instructor to support students.
- Accept constructive feedback from staff and faculty.
- Assist in other duties as requested by the LC staff and faculty.
- Register students in Supervised Tutoring, LRNRE 501.
- Check email/file for department correspondence; respond in a timely manner.
- Communicate schedule changes, concerns, issues with supervisor.

Additional Requirements:

- Arrive on time, sign in for your schedule, stay for your entire shift, and sign out. Zoom etiquette requires that tutors keep their cameras ON (even if the Tutee's camera remains off during the tutoring session).
- May be embedded in the classroom to support instruction.

Assigned hours will vary depending on the classroom assignments and designated Learning Center schedules.

Qualifications:

- Currently enrolled in Peralta District
- Have reliable Internet access for Zoom meetings, Tutoring Sessions and *Canvas* assignments
- Meet employment criteria of Merritt College
- Have a B grade or better in each course wishing to tutor
- Submit a copy of most recent transcript (unofficial)
- Must be creative and a self-starter

González Santana 2022

UPDATED by Andrea Henderson - Summer 2022

- Demonstrated ability to work with diverse academic, socio-economic, cultural disability and ethnic backgrounds
- A deep interest in helping others develop competence in relevant subject
- Familiarity with the Learning Center mission statement (Be familiar with the MCLC website:

<https://www.merritt.edu/wp/learningcenter/>)

- Maintain a friendly, positive, welcoming demeanor always.

Hours and Location: Tutoring hours are flexible (to be determined upon hiring not to exceed 20 hours per week). All tutors are paid uniformly, \$15.06 per hour. If you are interested in working at the Learning Center, please contact Charlotte Victorian (cvictorian@peralta.edu) and Isela González Santana (isantana@peralta.edu)