

San Diego Community College District

NANC JOB DESCRIPTION

Title: Advanced Tutor

Unit: Non-Academic/Non-Classified Service

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Job Code: N1870

Original Date: 07/2019

Last Revision: 07/2019

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of the department supervisor or manager, provides academic tutoring services to a variety of individuals and groups; creates and implements tutorial programs that guide and assist students with homework, problem solving, report writing and test preparation; provides proactive and ongoing student retention services to students needing assistance

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge 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; recordkeeping 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.

College level coursework with a minimum of a 3.0 GPA in the assigned discipline. Tutoring experience and sufficient subject matter expertise to perform the duties of the assignment.

TYPICAL DUTIES INCLUDE:

- Provide academic tutoring to students in assigned educational specialty area.
- Provide guidance and assistance to students requiring tutorial services.
- Present study skills workshops to small and large groups of students.
- Evaluate student needs and develop appropriate course of action.
- Administer tests and consult with educational departments and instructors.
- Draft materials and handouts to be used within an assigned instructional session.
- Maintain records and data to monitor and assess students' progress.
- Provide clerical support to staff as needed.