

DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION
July 2023

TITLE: Tutor (Various academic disciplines: STEM, Writing, Communication, General Studies)
DEPARTMENT: Academic Affairs
STATUS: Part-Time/Classified, 9 Month Positions
SUPERVISION RECEIVED: Dean of Academics
SUPERVISION EXERCISED: Student Peer Tutors

JOB SUMMARY:

Nature of Work: This position performs duties that require attention to detail, accuracy, and timeliness. Position works mainly in the Tutoring Center. Position must adhere to standards of confidentiality of information and documentation.

Personal Contacts: Daily contact with college students, faculty, and staff through face-to-face, telephone, e-mail and meetings. Position requires both flexibility and consistency, and occasionally must coordinate schedules with students and faculty each semester.

Supervision Received: Receives supervision as stated in yearly contractual agreement and arranges daily work responsibilities accordingly. Receives additional instructions from supervisor through memos, e-mail, and meetings.

Supervision Exercised: Depending on the semester, a tutor may be responsible for supervising and directing 1-2 student peer tutors.

Essential Functions: This position requires the ability to communicate orally and in writing, read written material, adhere to written policies and procedures, prioritize daily work responsibilities, coordinate schedules, tutor students, attend meetings, assist with orientation procedures and placement testing, maintain records, and decide what techniques and textbooks to use in tutoring students. Position must be physically able to reach with hands and arms, perform finger and hand dexterity, use visual acuity, and be mobile.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Will tutor students in multiple academic disciplines
- Serves high-risk students.
- Assists with Orientation and Placement Testing. Maintains an accurate account of students and hours tutored.
- Assists with orientation and registration activities at the beginning of each semester, specifically placement testing.
- Makes tutoring decisions such as deciding which skills the student needs to review, deciding what methods to use to assist students to understand the assigned materials for their classes.
- Assists students with problems on a daily basis.
- Attends professional development meetings, relevant committee meetings, and department meetings.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: This position requires current and significant knowledge of the academic disciplines with which the tutor will be assisting, as well as tutoring resources, tutoring techniques, learning style preferences and techniques, study skills techniques, and methods of dealing with subject anxiety.

Skills: This position requires skills in the use of a computer, copiers, and calculators; and strong interpersonal communication skills.

Abilities: This position requires the ability to communicate effectively orally and in writing, in person and via video conferencing (e.g. Zoom and Google Meet), on telephone, follow verbal and written instructions, assist students with subject problems, demonstrate patience and understanding, offer encouragement, select the appropriate tutoring technique appropriate to each student, establish effective working relationships with fellow staff members, students, supervisor, and the general public.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Observes work hours.
- Demonstrates punctuality.
- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with college students and the general public.
- Adheres to standards of confidentiality of information and documentation.
- Conducts student evaluations for tutoring services.
- Demonstrates dependability in completing work in a timely manner.
- Establishes and maintains effective working relationships with fellow staff members, students, supervisor, and the general public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelor's Degree with appropriate coursework in a relevant academic discipline.
- Two years' experience working with academically challenged college students.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department

hr@dawson.edu

406-377-9412

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy:

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator, 300 College Drive, Glendive, MT 59330