

**DAWSON COMMUNITY COLLEGE  
POSITION DESCRIPTION  
OCTOBER 2020**

**TITLE:** Tutor (Math and Science)  
**DIVISION:** Academic and Student Affairs  
**DEPARTMENT:** Academic Affairs  
**STATUS:** Part-Time Temporary, 9 Month Position August - May  
**SUPERVISION RECEIVED:** Dean of Academics  
**SUPERVISION EXERCISED:** None  
**HOURLY RATE:** \$14.99

**SUMMARY:**

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

**EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:**

Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Tutors subject related classes offered at the college
- Tutors multiple 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, Student Services meetings, and subject department meetings
- Assist Library Director in coordinating peer tutoring program
- Serves Institutional Effectiveness System
- Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring
- Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students
- Teach students study skills, note-taking skills, and test-taking strategies
- Performs other related duties as required

**Personal Contacts:** Daily contact with college students, faculty, and staff through face-to-face, telephone, e-mail and meetings. Position 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:** No direct supervision.

**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.

**Knowledge:** This position requires a thorough knowledge of the subject matter, subject 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 SKYPE/WebEx (for example), 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.

#### **PERFORMANCE STANDARDS:**

##### **CORE COMPETENCIES:**

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices and reporting hierarchy.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
- Assessment – Assesses annual performance and works closely with Supervisor.

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

### **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 the subject discipline.
- Two years experience working with academically challenged college students.

### **INQUIRIES MAY BE DIRECTED TO:**

**Human Resources Department**

[hr@dawson.edu](mailto:hr@dawson.edu)

**406-377-9430**

***This institution is an equal opportunity provider***

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

**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 have to provide documents to show your identity and authorization to work.

**Nondiscrimination Policy:** Dawson Community College does not discriminate based on creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation regarding access, employment, programs, or services. The College complies 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 about these matters should be brought to the attention of Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: [lweldon@dawson.edu](mailto:lweldon@dawson.edu) Mailing Address: 300 College Drive, Glendive, MT 59330.