



## Learning Assistance Services Tutor Position Job Description

### Position Requirements:

#### Level I

- Applicants need to complete a Tutor Application and submit a written recommendation from a SWC faculty member in the subject area in which they desire to tutor. (If they are SWC student)
- Applicants must have an overall GPA of 3.0 or better and have a grade of A or B in the subject(s) they tutor.
- Tutors must successfully complete ED 100/NC 47 within the first academic year of employment.

#### Level II

- Level I requirements listed above.
- Applicants must complete SWC tutor training ED100/NC47 and ED101.
- Level II tutors must have at least 1 ½ years of prior tutoring experience.
- Applicants with advanced degrees may begin employment as a Level II tutor.

### Knowledge and Abilities:

- Demonstrate effective written and spoken communication skills.
- Work effectively with individuals in one-to-one, open-lab, and group settings.
- Show awareness of and sensitivity to cultural diversity.
- Follow District and department policies and procedures.
- Show ability to establish and maintain cooperative and effective relationships with students, faculty, and staff.
- Ability to maintain confidentiality.

### Duties:

- Tutors are to be at work on time, their assigned tutor hours and attend required meetings.
- Assist students by providing academic support in assigned areas.
- Complete paperwork associated with tutorial positions.
- Duties may be assigned to tutors when not tutoring or assigned to programs with supplemental requirements. These tasks are secondary to providing tutoring.

April 2024