

## **Roanoke Higher Education Center**

### **Position Description**

Job title: Writing/Reading Specialist Tutor

Date: November 2022

Status: Independent Contractor

Department: Academic and Student Services

Reports to: Student Success Center Coordinator

#### **SUMMARY**

The tutoring position at RHEC encompasses multiple subject-specific skill sets as related to which topics the tutor may be teaching. All tutors hired at RHEC have similar duties. Tutors work collaboratively with students to help them achieve academic success. This position requires designing and delivering a student-support program for students within RHEC that may include help with homework and test preparation, teaching specific skills to students, helping students improve their studying habits, and educating students on various conceptual skills.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Ability to teach effectively in respective field of expertise in both individual and group settings
- Work with adult learners in a positive, proactive learning environment
- Construct customized learning programs based on student needs and geared toward in-person or virtual learning as necessary
- Use measurable outcomes to monitor tutoring effectiveness
- Keep records of basic student information, course topics, time worked, and other information deemed necessary
- Maintain regular communication with the Student Success Center coordinator about scheduling, workload, and other work-related information
- Works as a team player within RHEC and the Student Success Center to meet the expectations of the students, staff and member institutions
- Other duties as requested

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **JOB KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be proficient in Microsoft Word, Excel, PowerPoint, Outlook and in Google applications
- Must be proficient in the use of web tools as related to tutoring
- Excellent interpersonal, customer service, organizational, planning, verbal, and written communication skills are required

- A professional appearance
- Ability to work independently with limited supervision
- Self-starter with good time management skills is necessary
- Must be able to use and operate standard office equipment including webcams
- Must be able to handle confidential student records information
- Position requires demonstrated ability to work with individuals of varied backgrounds and capabilities

#### **EDUCATION AND/OR EXPERIENCE**

- Experienced tutor, preferably with adult students
- Confidence and emotional maturity and stability
- Professional, collaborator, flexible, honest, patient with students
- Bachelor's degree in related discipline required
- Master's degree preferred
- Recent teaching or tutoring experience (at least 10 hours) required
- Possession of a current Virginia teaching license or a license that has expired within the last 2 years  
Or
- Certified by national tutoring and/or reading association

#### **WORK HOURS**

This is a 1099 contract position. Typical work hours vary based on employee schedule and may include weekday, weekend, and/or evening hours based on employee and student schedules. This is a part-time position and may not exceed more than 29 hours per week.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating instructions, and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with students and staff.

#### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit, possess manual dexterity, and be able to talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee is occasionally lift and/or move up to 30 pounds. Specific vision abilities for this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**ACKNOWLEDGEMENT**

My signature acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's name (Please print)