

Roanoke Higher Education Center

Position Description

Job Title: Tutor

Date: January 2024

Employment Status: Independent Contractor

Department: Academic and Student Services

Reports to: Student Success Center Coordinator

SUMMARY

The tutoring positions at RHEC encompass multiple subject-specific skill sets as related to the topics the tutors may be teaching. All tutors hired at RHEC have similar duties. Tutors work collaboratively with students to help them achieve academic success. These positions require 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 study 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

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, Outlook, and in web 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
- 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

- Experience as a tutor, preferably with adult students
- 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) preferred
- Possession of a current Virginia teaching license, a license that has expired within the last 2 years
or
- Certified by national tutoring and/or reading association preferred

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.

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 a tutor 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 tutor is regularly required to reach with hands and arms. The tutor frequently is required to sit, possess manual dexterity, and be able to talk and hear. The tutor is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The tutor is occasionally expected to 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 individual 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 tutor 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.

Signature

Date

Name (Please print)