



POSITION DESCRIPTION

TITLE: Academic Tutor
FLSA STATUS: Non-Exempt

CATEGORY: Classified
GRADE: C

JOB SUMMARY: Assist with the daily operation of the tutoring center by providing tutorial instruction to students, either for reviewing course material, solving problems for course assignments, or helping students prepare for tests.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Provide educational assistance in a specific discipline (math, English, science, etc.) to the student(s), which includes improving understanding and comprehension of subject; assist in preparation of course assignments.	65%
2. Assist in tracking students' performance.	10%
3. Provide feedback to instructors where applicable.	10%
4. May assist in the development of lesson plans or course projects.	10%
5. Perform other duties as assigned.	5%

ESSENTIAL QUALIFICATIONS:

EDUCATION: A minimum of 30 college credit hours with an overall 3.0 GPA or a minimum of 30 credit hours with a 3.0 GPA in the tutoring discipline.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Effective oral and written communication skills;
- Good interpersonal and organizational skills;
- Ability to tutor individually or in small groups.

2. Equipment Used: Position may use a Personal Computer, fax, telephone, copier, and other equipment associated with an office environment.

3. Software Used: Position may use a variety of word-processing, spreadsheet, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee occasionally lifts or moves up to 10 pounds. Specific vision abilities required to this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people, at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

Job is performed in a general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.

X _____
Employee Signature *Date*