

## LEHIGH CARBON COMMUNITY COLLEGE

Job Title: Educational Support Services Tutor

Pay Rate: \$10.00/hour (Paraprofessional, 2-year degree); \$15.00/hour (Professional, 4 year degree or higher)

Summary: Tutors provide direct tutoring to LCCC students enrolled in courses for which the Tutoring Program offers assistance. They strive to meet students' specific needs in coursework, to build students' confidence, and to help students develop strategies for academic success, while offer them with the tools to become independent lifelong learners.

### Duties and Responsibilities:

- Establish a working relationship with your student(s) and Educational Support Services personnel.
- Attend all scheduled training sessions, evaluation sessions, and meetings designed for tutors.
- Complete the required CRLA training. **PAYMENT FOR TRAINING HOURS IS CONTINGENT UPON HIRING AND BACKGROUND CLEARANCES.**
- Become familiar with the text, syllabus, and course assignments for the course(s) you are tutoring.
- Maintain for each pay period up-to-date and accurate Student Record Sheets, Progress Sheets (as applicable), and online time cards.
- Submit all completed paperwork according to the payroll schedule provided.
- Abide by the Tutor Agreement.
- Complete online training modules as per the department of Human Resources' direction.
- Perform other duties assigned.

### Qualifications:

- Must hold a valid degree in the pertinent discipline. (An applicant wishing to tutor in math, but not possessing a degree in mathematics, must pass a qualifying test with 90% accuracy).
- Must have adequate knowledge of both MLA and APA citation formats (writing tutors only).
- Must communicate clearly in written and verbal format.
- Must possess a working knowledge of basic computer skills.
- Must be able to work with students of diverse academic skills and cultural backgrounds.
- Must possess a sense of humor.