



## JOB DESCRIPTION

**TITLE:** Tutor

**COLLEGE/SCHOOL/DEPT:** Academic Skills Center (ASC)

**REPORTS TO:** Director of ASC

**FLSA:** Non-Exempt status, Part-Time

**SALARY:** \$16.28 Undergraduate / \$18.00 bachelor's degree or higher

### **POSITION SUMMARY:**

Heritage University hires tutors for work in the Academic Skills Center (ASC) on campus, online, or in other approved locations. Tutors provide academic support to Heritage University students through one-on-one and small group tutoring sessions in subjects that the tutor has been hired to support. Tutors facilitate learning and serve as guides and coaches to assist students in becoming successful, independent learners. Tutors in the ASC support a variety of programs, including TRiO (S3), CAMP, CRESCENT, and the Bridge program, as well as providing direct tutoring to the greater Heritage and Yakima Valley communities.

### **DUTIES AND RESPONSIBILITIES:**

- Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
- Upholds the Heritage University Mission Statement.
- Handles confidential information with tact, discretion and in compliance with FERPA regulations.
- Interact effectively with a diverse group of faculty, staff, students, and other customers of our services.
- Learn and use operating practices of the department and Heritage University.
- Attend and participate in training and professional development as needed, depending on experience.
- Tutor students in specific course materials and integrate study skills and learning strategies to promote independent learning. Discuss skills and strategies such as: time management, study strategies, and navigating the university environment.
- Maintain a consistent weekly schedule of work hours for walk-in tutoring and scheduled one-on-one or group appointments.
- When requested, meet with instructors of the courses you are tutoring to discuss your role as a tutor and obtain any information that will assist you to effectively tutor.
- When requested, visit classes in your assigned subject areas to let students know of your availability, and reach out to students who are struggling or have been referred for services.
- Keep and maintain regular and accurate electronic and/or paper records of tutoring sessions.
- Develop a good understanding and knowledge of college services, support, and resources. Research and share student resources such as Smarthinking, Anthology Portfolio, Blackboard Collaborate, Purdue OWL, and MyHeritage.
- Develop handouts and other instructional materials for students, work on projects assigned, and help keep the center running smoothly and efficiently. Help maintain an orderly and clean working environment.
- Greet visitors, students, faculty, and staff visiting the ASC. Answer the phone, take messages, staff the front desk, schedule appointments, and triage as needed.
- Performs other functions as necessary or as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Communicate in a concise and effective manner, both verbally and in writing.
2. Adjust tutoring methods as needed to meet various learning styles of students.
3. Work well with staff, students, and faculty at a professional level.
4. Be empathetic to students having difficulties.
5. Be capable of staying on task with minimal supervision.
6. Have excellent attendance and time management.
7. Dress according to casual professional standards.
8. Wear a nametag at all times and other identifying gear, if provided.
9. If tutoring online, be willing to keep web camera on at all time during shifts. (Computer, video, and audio equipment will be provided if needed.)
10. Have received documented grades of A's or B's in subject areas to be tutored, or have a completed degree or documented experience in content areas.

**APPLICATION INFORMATION AND DEADLINE:**

To be considered for a tutor position, candidates must submit an application online at <https://form.jotform.com/HUASC/tutorapplication>. Qualified applicants will be contacted for an interview and may be asked to obtain a recommendation form from recent faculty. Freshman candidates will not be considered; however, applications will be kept on file for future consideration.

If you have any questions, please contact the Director of the ASC, Karita Maltos, at [asc@heritage.edu](mailto:asc@heritage.edu) or (509) 865-0407.

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

*Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.*