

Status / FLSA Status:	Student Worker
Classification:	Academic Support
Department:	Learning Resources
Reports to:	Tutoring and Writing Center Coordinator
Work Location:	Oglesby Campus, Ottawa Center, Online
Hours of Work:	varies

POSITION SUMMARY: Provide tutoring in-person (Oglesby or Ottawa) and online to students through the Tutoring and Writing Center. Contribute to the Tutoring and Writing Center's presence and outreach on campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Tutor students one-on-one or in small groups using an academic support coach approach to develop independent learners.
- B. Use a variety of tutoring strategies to improve student understanding and create opportunities for student success.
- C. Model and promote good writing and study skills for students.
- D. Assess student work according to best practices and provide useful feedback.
- F. Document visits by ensuring students have correctly signed in for and out of their tutoring sessions.
- G. Work collaboratively with Academic Support Center staff.
- H. Continually strive to achieve the College Mission, Vision, and Purpose, and model the College's Core Values.
- I. Assist with other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Maintain an effective learning environment in the Tutoring and Writing Center and online.
- ❖ Act with professionalism toward other tutors, students, staff, and faculty.
- ❖ Recruit students by visiting classes and discussing Tutoring and Writing Center services.

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

1. Enrolled at least half-time at IVCC and pursuing a degree or certificate
2. Must have earned a B or better in the subject you wish to tutor. Writing tutors must have a B or better in ENG 1001 and ENG 1002.
3. Must have an instructor recommendation verifying ability to tutor the subject.
4. Strong interpersonal skills: ability to work cooperatively with faculty, staff, and students
5. Flexible schedule: hours may vary semester to semester or be adjusted mid-semester

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.