**Job Title:** Tutor

**Job Code:** 11126

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**JOB SUMMARY**

The Tutor is responsible for tutoring the adult and/or student learner or a small group of learners at a technical college.

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**MAJOR DUTIES**

- Tutors student(s) at a technical college in subjects that include writing, math, computer skills, life skills, science, etc.;
- Meets with student(s) on an established basis in a learning center, community location, or classroom site convenient to both tutor and student(s);
- Assigns manageable tasks and provides positive feedback;
- Finds and prepares appropriate teaching materials that suit the student(s)’ ability, goals, and interests;
- Discusses student(s) progress with appropriate staff;
- Carefully listens to student(s) and offers encouragement and support;
- Maintains a positive, warm attitude that encourages the student(s) to learn;
- Provides oral and written reports as required;
- Performs basic administrative duties to support the daily operations of the tutoring program.

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**COMPETENCIES**

- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

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**MINIMUM QUALIFICATIONS**

Current technical college student with an overall GPA of 3.0 and a minimum GPA of 3.0 in the subject area to be tutored *or* outside applicant that demonstrates the ability and experience in the subject field

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**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.