Job Description

Job Title: Professional Tutor
FLSA Status: Non-Exempt, part-time
Grade: $18.78-$25.36 hourly
Department: Student Affairs
Reports to: Director of Access & Success

Job Summary

Professional Tutors needed for our Tutoring Center at Gillette Community College. Tutors employed in the Tutoring Center are directly responsible for facilitating student success by helping students develop successful academic habits and understand difficult subject-related material. The Tutoring Center is looking for tutors in mathematics, sciences, engineering, English, business, health services, and other humanities.

Essential Duties and Responsibilities

- Provide study, learning, and time management strategies for students within course material.
- Inform Tutor Center Coordinator of any possible lateness or absence prior to scheduled shift.
- Complete electronic time sheet in a timely manner.
- Attend mandatory tutor training sessions and follow the policies of GCCD.
- Maintain appropriate ethical and professional conduct while working with students, staff, and faculty and demonstrate respect for the diversity of staff, students, and faculty.
- Approach and meet with students on a walk-in, one-on-one, or small group basis to provide tutoring assistance on many levels, including study skills.
- Additional related duties and responsibilities as assigned by supervisor.
- Complete mandatory Title IX training annually.
- Report any problems to Tutoring Director immediately.
- Maintain accurate records of tutoring sessions.
- Other duties as assigned.

Knowledge, Skills, and Abilities Required by the Position

- Ability to communicate effectively one-on-one and in group settings.
- Ability to work effectively with different types of learners.
- Excellent customer service skills.
- Excellent written and oral communication skills.
- Self-motivated and able to work well under variable directives and situations.
- Ability to independently interpret, resolve, or refer student support issues without direct supervision.
- Ability to learn on the job and apply creative solutions to routine functions and processes.

Working Conditions/Physical Requirements

- Classroom, lab, and office settings.
• Occasional evening or weekend as scheduled.
• Must be able to stand for 30 minutes at a time and deliver lessons to 1-10 students.
• Frequent interruptions.
• Must be able to sit for extended periods of time.
• Position is performed primarily in a climate-controlled office environment.
• Minimal exposure to atmospheric conditions and safety hazards.
• Job duties require little physical effort with light lifting for filing and shredding.
• May at times require evening and weekend work.
• Infrequent travel and occasional use of a personal vehicle is required in this position.
• Prolonged periods of sitting at a desk.
• Must be able to lift up to 20 pounds.
• Must be able to traverse various athletic grounds and facilities.

Supervisory and Management Responsibility

• None at this time

Minimum Qualifications
Professional Tutors are chosen based on academic skill, character, and the ability to communicate well with others. Tutors are expected to have extensive knowledge in the subject they are hired to tutor and the ability to communicate that knowledge to students. All individuals in the Professional Tutoring position must meet the following minimum qualifications:

• Possess an Associate’s Degree, Bachelor’s Degree, or Master’s Degree in related discipline being tutored or equivalent work experience in the subject area being taught.
• Possess knowledge of basic computer functions and software, including Microsoft Word, email, and other software applications.
• Must demonstrate and maintain a high level of confidentiality.
• Previous teaching or tutoring experience preferred.

HOW TO APPLY:
In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at https://gillettecollege.org/about/careers), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to tgardner@gillettecollege.org.

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