



JOB CODE: SS/TU01

Job Description

Job Title: Student Tutor
FLSA Status: Non-Exempt – Part Time
Grade: N/A – Student Employment
Department: Tutoring Center
Reports to: Director of Access & Success

Job Summary

Student 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, 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 Coordinator immediately.
- Maintain accurate records of tutoring sessions.

Knowledge, Skills, and Abilities Required by the Position

- Knowledge of Family Educational Right and Privacy Act (FERPA)
- Knowledge of College Polices, Procedures, and Student Code of Conduct
- 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.

Supervisory and Management Responsibility

- None

Minimum Qualifications

Professional Tutors are chosen on the basis of 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 Student Tutoring position must meet the following minimum qualifications:

- Good conduct and Academic Standing with the College
- Possess knowledge of basic computer functions and software, including Microsoft Word, email, and other software applications.
- Pursing a certificate or a degree
- Currently enrolled at Gillette Community College District
- Cumulative GPA is 2.0 or greater.
- Must demonstrate and maintain a high level of confidentiality.

HOW TO APPLY:

Email the GCCD application (found online at <https://gillettecollege.org/about/careers>) to tgardner@gillettecollege.org.

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