

Cypress College Tutorial Services

Tutor Job Description



Job Title: Tutor (Learning Resource Center) – Part Time

Description:

- Provide individual and small group tutoring to Cypress College students by integrating study and learning strategies that promote students to be independent learners.
- Assist students in improving academic achievement by clarifying learning problems and working on study skills.
- Tutors may assist students by: reviewing class material, discussing the text and lecture notes, predicting test questions, formulating ideas, or working on solutions to problems.

Responsibilities:

- Attend tutor training during the semester in order to receive College Reading and Learning Association (CLRA) tutor certification.
- Adhere to your assigned tutor schedule and be punctual to each shift.
- Promote tutoring services by conducting classroom visits.
- Act in a professional manner, and work with a significant degree of independence and good judgment.
- Demonstrate an understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty, and staff.
- Perform related duties as assigned.

Qualifications:

- Needs to have some college with significant course work in the subject area you tutor.
- Must have received an “A” or “B” grade in the course(s) you tutor.
- Strong communication skills to clearly explain concepts to students.

Scheduling:

- Hours will be assigned according to student demand, tutor availability, and center needs.
- Tutors cannot exceed 26 hours per week; 20 hours per week for full-time students.

Application Procedure:

- Complete an online application
 - Required supplemental documents: copy of unofficial transcript and resume.