



Dare to Do More

Job Title: Tutor

Department: Student Services / SGA Study Hall

Reports to: Flora Flores

Essential Job Duties:

- Provide instruction to individual or small groups of students to improve academic performance or prepare for tests
- Teach students study skills, note-taking skills, and test-taking strategies
- Administer, proctor and score diagnostic assessments (pre and post test assessment)
- Assess students' progress throughout tutoring sessions
- Collaborate with students, faculty and staff to determine student needs, develop tutoring plans and assess student progress
- Communicate students' progress to students and document progress reports
- Develop learning and training materials, such as handouts, study materials and quizzes
- Identify, develop and implement intervention strategies and tutoring plans for students
- Maintain records of students' assessment results, progress and feedback
- Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals
- Provide timely feedback to encourage, motivate and build confidence in students
- Organize tutoring environment to promote productivity and learning
- Participate in training and development sessions to improve tutoring practices and learn new tutoring techniques
- Prepare and facilitate tutoring workshops and other academic support services for small groups of students
- Other duties as assigned

Qualifications:

Strong background in specific discipline and previous experience working with students. Candidates should have excellent communication skills (oral and written), active listening skills, critical thinking skills and a commitment to student success.

Candidates who are current LaGuardia students are required to have at least a 3.2 overall cumulative GPA, a 3.5 cumulative GPA in the specific discipline and completed at least 30 credits.

Skills:

Microsoft Office suite including Word, Excel, Access, Powerpoint; comfortable using different database and check-in systems and familiarity with Blackboard systems.

Apply:

Please email Flora Flores at floflores@lagcc.cuny.edu