River Valley Community College

Tutor Job Description:

The tutoring program at River Valley Community College is designed to assist currently enrolled students in a variety of academic content areas. In addition to being well-versed in a content area, tutors are expected to maintain a high level of professionalism and confidentiality at all times and uphold academic integrity in their work with students.

Description and Responsibilities:

- Provide assistance to students through drop-in sessions and appointments.
- Teach study skills and direct students to supplemental resources such as books, videos, or online tutorials.
- Create and maintain personal tutoring schedule. Contact students in a timely and professional manner to set up appointments and send reminders.
- Maintain accurate and up-to-date records of tutoring sessions including attendance and progress. Communicate regularly with the tutor coordinator and submit biweekly reports.
- Maintain confidentiality; ensure that legal and ethical guidelines are followed.
- Be welcoming to all students regardless of culture, place of origin, gender expression, religious expression, etc.
- Refer students to other campus resources, as needed.

Qualifications and/or Skills Required:

- Be skilled in a specific content area. For peer tutors, this means earning a grade of "B" or better in a course. Professional applicants must have completed relevant coursework, classes, or training and submit a transcript.
- Excellent listening and communication skills.
- Ability to manage personal tutoring schedule and work with minimal supervision.
- Knowledge of learning styles.

Employment

Tutors are hired on a contingent, semester by semester basis. The need for tutors is determined prior to the start of the upcoming semester and tutors are hired according to that need.

Pay Rates

The rate of pay that a tutor receives is based on the level of the highest relevant degree attained by the tutor.

I understand and will comply with the duties listed above.

Name (Print): _____

Signature: _____

Date: _____

The Community College System of NH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, gender identity and expression, genetic information, veteran status, sexual orientation, or marital status