



**PROFESSIONAL TUTOR
MATH, BUSINESS AND STATISTICS
PART-TIME (VARIABLE HOURS)**

JOB DESCRIPTION

Villa Maria College is seeking professional tutors to meet the needs of the students in Math, Business and Statistics. This initiative will be ongoing to provide tutoring to students during any semester to meet their specific goals in education.

Under the daily direction of the Writing Center and Math Lab Coordinators, the Professional Tutor will, provide individual and small group tutoring to students in the Student Success Center for the College. Assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills. Other assistance might include: reviewing class material, discussing the text, helping students with time management, assisting students with the writing process, or working on solutions to problems.

RESPONSIBILITIES

- Assist students academically in whichever subjects that you have expertise;
- Develop education resources relevant to your subject area;
- Facilitate, and track tutorial sessions;
- Greet and interact with students professionally and enthusiastically;
- Maintain communications with the Coordinators of the Student Success Center;
- Encourage students and help them develop academic confidence;
- Develop study skills specifically designed for the students' needs;
- Evaluate students' progress in order to see where improvements can be made;
- Take on additional responsibilities as assigned by the Coordinators of the Student Success Center;
- Discuss daily concerns with the Coordinators of the Student Success Center.

QUALIFICATIONS:

- Bachelor's Degree (minimum qualification);
- Master's Degree or working toward Master's degree (preferred qualification);
- Previous experience working with students;
- Cumulative GPA of 3.0 and excelling grades in subjects of expertise;
- Microsoft Office (Word, Excel, Power point) knowledge necessary;
- Knowledge of industry software to cover disciplines taught at VMC when applicable;
- Excellent communication and relationship building skills.

The starting date is ongoing to meet the needs of Villa Maria College Students.



Professional Tutor

Page 2.

APPLICATION MATERIALS

Applicants should send letter of application, curriculum vitae, three references (include names, addresses, e-mails and telephone numbers) for potential contact during the screening process, Villa Maria College application (see below).

PLEASE VISIT AND COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:

jobs.villa.edu

When you have completed the on-line application process, your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

EOE

Screening of application materials begins immediately.

Internal Posting Deadline: Review of applications will continue until the position is filled.

External Posting Deadline: Review of applications will continue until the position is filled.

(updated 10/22/2015)