



PROFESSIONAL TUTOR/ACHIEVE (LEARNING DIFFERENCES) PROGRAM PART-TIME

JOB DESCRIPTION

Villa Maria College seeks a Professional Tutor for the Achieve (Learning Differences) Program. Under the daily direction of the Director of the Achieve (Learning Differences) program, the Professional Tutor will, provide individual tutoring to students with documented learning disabilities, ADHD, and/or Autism in the Achieve program, and 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 will include: providing instruction and support in the use of adaptive technology and equipment, reviewing class material, discussing the text, helping students with time management and organization, assisting students with the writing process, guiding students as they prepare for presentations, or working on communication skills. Professional tutors will be expected to meet regularly with Achieve students in order to assist them in meeting the goals outlined in their individual learning plans.

ESSENTIAL 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 Director of the Achieve program;
- Proctor tests for Achieve students with accommodations;
- Encourage students and help them develop self-confidence;
- Develop study skills specifically designed for the students' needs;
- Evaluate students' progress in order to see where improvements can be made;
- Attend trainings provided by the College on working with students with learning differences;
- Take on additional responsibilities as assigned by Director of the Achieve program;
- Discuss daily concerns with the Director of the Achieve program;
- Support the philosophy and objectives of the College; and
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Bachelor's Degree (minimum qualification);
- Master's Degree or working toward Master's degree (preferred qualification);
- Previous experience working with students (experience working with students with learning differences is preferred);
- 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.

SALARY: Negotiable

APPOINTMENT: August 17, 2017

PLEASE 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

Internal Posting Deadline: Review will begin immediately and will continue until the position is filled.

External Posting Deadline: Review will begin immediately and will continue until the position is filled.